
NetConnect web

User Manual

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1

BÜRGEL list of abbreviations

1 BÜRGEL list of abbreviations

ASNR	Office number of BÜRGEL Agency in charge
ERG	Supplementary report following fresh revision of a report
NAC	Supplements are delivered for an already existing online report, if changes of the financial situation, legal form or basic data have occurred
ONL	Online report on company data currently stored in the BÜRGEL database
ONS	Online report which was freshly revised due to your inquiry/order (fetched/ready to be fetched) or will be processed (being processed)

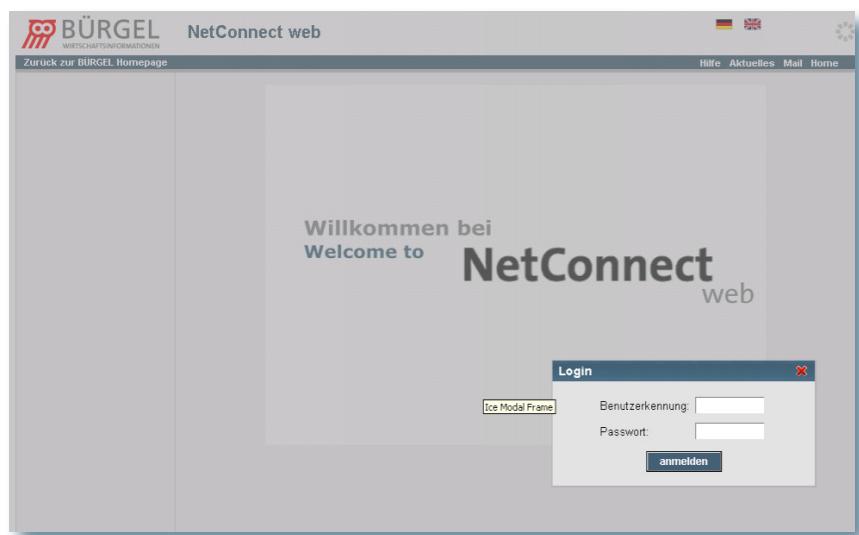
Login NetConnect web and logout

2 Login NetConnect web and logout

NetConnect web is an online-dialog application which allows you to retrieve and administer commercial information on companies and private individuals.

You can access the new application via the Internet address
<https://www.buergel-online.de/netconnect-web2/>

The login dialog appears on the welcome page of **NetConnect** web.



Description of the navigation at the top of the page:

<Back to the BÜRGEL Homepage>: Redirects to the Internet presence of BÜRGEL



Sets the dialog language German



Sets the dialog language English

<Online guide >: Detailed information

<Help>: Displays contact data for the central IT Support of BÜRGEL and the BÜRGEL Agency

<News>: News concerning BÜRGEL NetConnect web

<Mail>: E-mail contact to the central IT Support of BÜRGEL EDV-Support

<Home>: Directs to the welcome page of NetConnect web

2

Login NetConnect web and logout

Login

You will receive a User ID and an initial password from your competent BÜRGEL Agency. After successful login you have access to the commercial information of BÜRGEL.

When starting NetConnect web BÜRGEL currently displays the following indications via information window:

- Information on reports in the online archive that have not yet been fetched
- Information on reports for which the Monitoring Service is ending (Online Follow-up)
- Information if the password is going to expire in less than 10 days.

For each notification BÜRGEL shows the corresponding buttons.

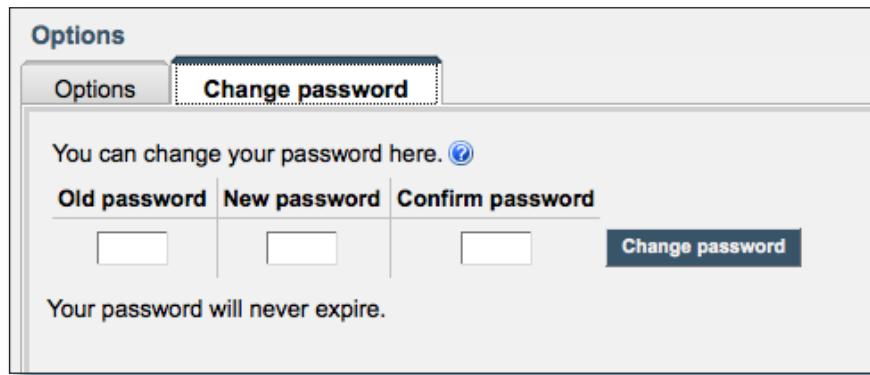


By clicking the button **<change to the online archive list>** the user can access the online archive list containing the reports which have not yet been fetched. Via **<to follow-up>** you can change to the follow-up mask. Via **<change password>** you have the possibility to directly branch to the mask already containing the preset old password in which the password can then be changed.

Your personal password always has a validity of up to 120 days. At the end of this period at the latest the password has to be changed. Via **,Option'** in the left menu bar and **,Change password'** you have the possibility to change your password – even before expiration of 120 days. BÜRGEL indicates up to which time the password must be changed. The guidelines for the new password are displayed by a tool tip. Please find below a short summary.

Login NetConnect web and logout

Important note: The password must consist of at least 6 digits, 8 digits at the most.
1st digit: consonant
2nd digit: numeric character
3rd-8th digit: optional combination of letters and/or numeric figures



If the password has expired or an access password has been transmitted an “info mask” automatically appears during login. In order to change the password **NetConnect web** initially requests the last used password, after that you are asked to enter the newly chosen password twice.

The composition rules are checked and additionally a comparison of similarities of the three last used passwords is conducted. The composition of the new password therefore should not be too similar to the composition of the last used passwords. Following a successful change of password you receive a confirmation message. From this time on the password is valid for a period of 120 days.

Logout

If you wish to safely leave **NetConnect web**, please click on **<Logout>**.

3

Setting the dialog language

3 Setting the dialog language

NetConnect web is available in two dialog languages   (German, English). The language recognition is made automatically in accordance with the preset standard language of the browser. If none of the available languages are set in the browser, **NetConnect web** is loaded in English.

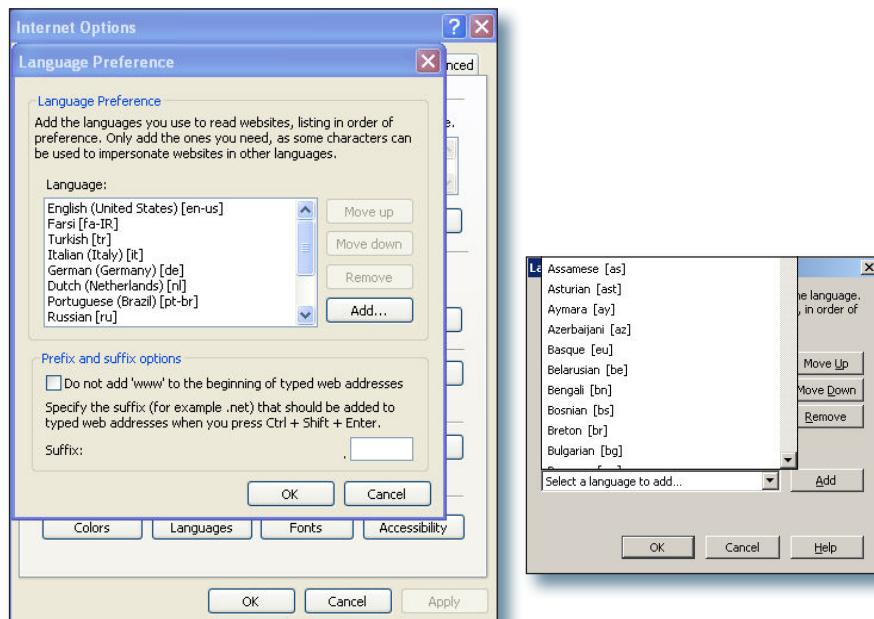
3.1 Changing the standard language in the Internet Explorer



Open the Internet options via the **Menu Extras** in the Internet Explorer.

Via the button **<Languages>** you get to the Language settings of the browser.

By marking the requested language and clicking the button **<up>** you can place the corresponding entry at the top of the list. The language ranking first in the list is recognized as the standard language. If the requested language is missing in the list, add the language by clicking the button **<Add>**.

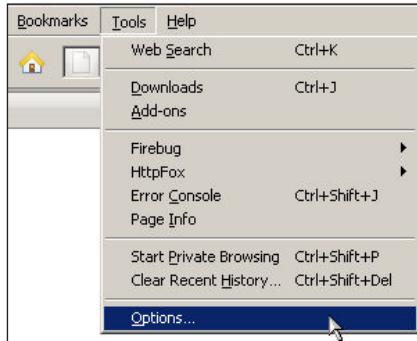


3

Setting the dialog language

3.2 Changing the standard language in the Mozilla Firefox browser

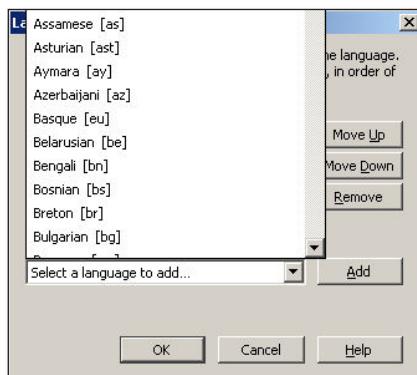
Open the settings via the menu item **Extras**. Via the column “Contents” you access the language settings.



By marking the requested language and clicking the button **<up>** you can place the corresponding entry at the top of the list. The language ranking first in the list is recognized as the standard language.



If the requested language is missing in the list, add the language to the choicebox and click the button **<Add>**.

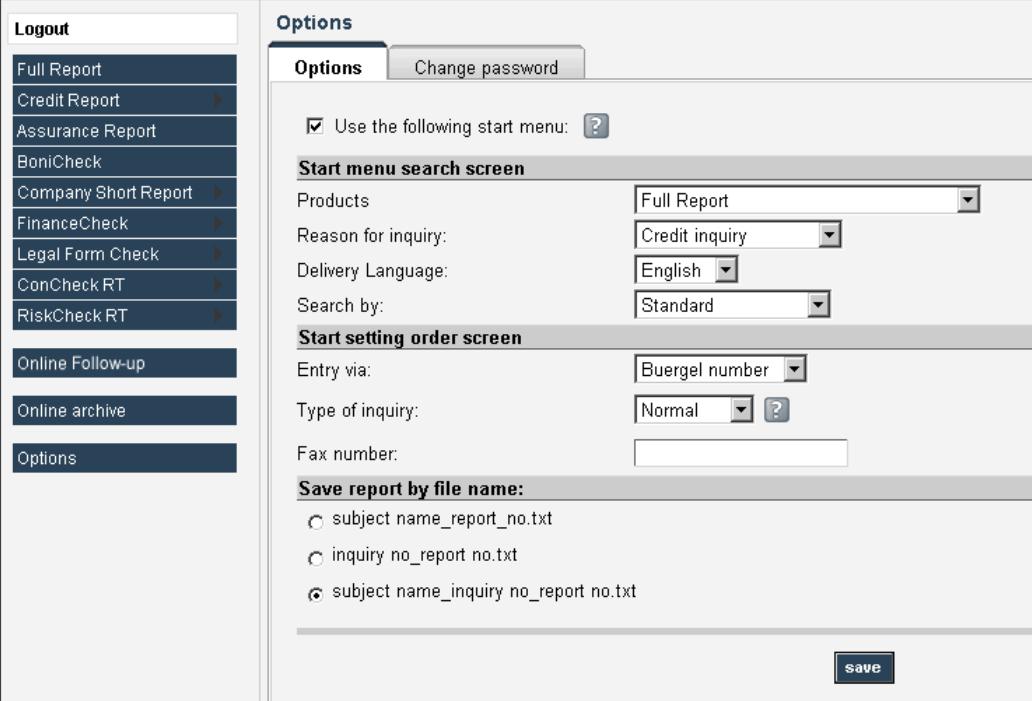


4

Setup of start settings NetConnect web (Options)

4 Setup of start settings NetConnect web (Options)

Under **‘Options’** in left the menu bar you can find three personally adjustable areas: Start menu search screen, Start setting order screen and Save reports by file name. In this application – under the flag **‘Change password’** - you also have the possibility to change an active password within the validity period of the password of 120 days.



The screenshot shows the 'Options' screen of the NetConnect web application. On the left, a sidebar menu includes 'Logout', 'Full Report', 'Credit Report', 'Assurance Report', 'BoniCheck', 'Company Short Report', 'FinanceCheck', 'Legal Form Check', 'ConCheck RT', 'RiskCheck RT', 'Online Follow-up', 'Online archive', and 'Options' (which is selected). The main 'Options' tab is active, with a 'Change password' button. The 'Start menu search screen' section contains fields for 'Products' (set to 'Full Report'), 'Reason for inquiry' (set to 'Credit inquiry'), 'Delivery Language' (set to 'English'), and 'Search by' (set to 'Standard'). The 'Start setting order screen' section contains fields for 'Entry via' (set to 'Buergerl number') and 'Type of inquiry' (set to 'Normal'). The 'Save report by file name' section contains three radio button options: 'subject name_report_no.txt' (unchecked), 'inquiry no_report no.txt' (unchecked), and 'subject name_inquiry no_report no.txt' (checked). A 'save' button is at the bottom.

4.1 Start menu search screen

By activating the check box **‘Use the following startmenu’** and choosing the requested option in the areas **‘Products’**, **‘Reason for inquiry’**, **‘Delivery language’** and **‘Search by’** the function **‘Start menu search screen’** is activated for the next login. This serves as a personal initialization for online inquiries.

4.2 Start setting order screen

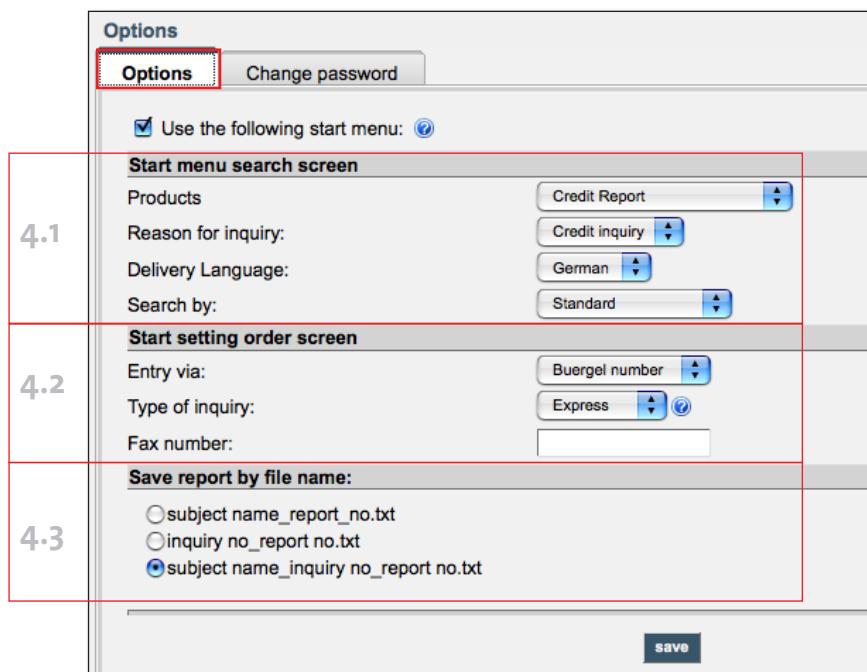
By choosing the requested settings in the areas **‘Entry via’**, **‘Type of inquiry’** and **‘Fax number’** the function **‘Start setting order screen’** is activated for personal initialization. Under **‘Fax number’** you can enter your personal fax number which is then always proposed by the system if you choose the type of dispatch Telefax (see section 5.2).

4

Setup of start settings NetConnect web (Options)

4.3 Saving reports by file name

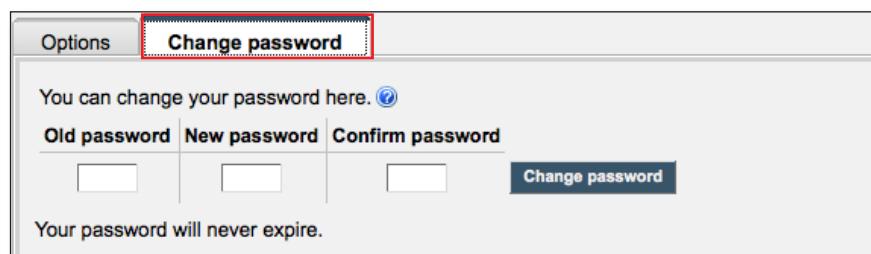
The function *Save report by file name* is important for all export functions. Here the composition of the file name can be preallocated. The reports are exported in text format (txt) and can be renamed during the export procedure.



Important note: Before leaving *Options* all entries and/or changes must be confirmed by clicking *<save>*.

4.4 Changing a password

If you wish to change a password within the validity period of your password, you can do so by activating the flag *Change password*.



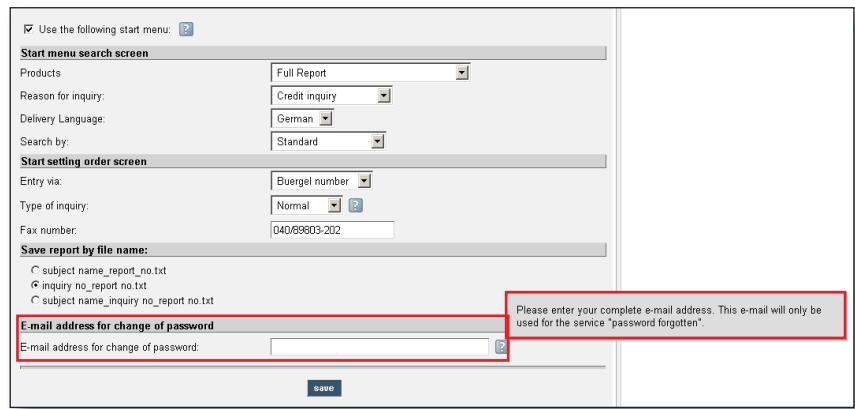
Setup of start settings NetConnect web (Options)

4.5 ,Password forgotten‘

A forgotten or misplaced password can be changed via the function **,Password forgotten‘**.

4.5.1 Settings for ,Password forgotten‘

A precondition is a valid e-mail address which has been recorded with BÜRGEL especially for this function. The User ID and the e-mail address must be mutually unique. The UserID and the e-mail address must be mutually unique within the system. For using this service please enter your e-mail address in the menu item **,Settings‘** in the input field **,E-mail address for password change‘**.



The screenshot shows the 'Start setting order screen' in the BÜRGEL NetConnect web interface. The 'E-mail address for change of password' input field is highlighted with a red box, and a tooltip message 'Please enter your complete e-mail address. This e-mail will only be used for the service "password forgotten".' is displayed to its right.

BÜRGEL verifies the entered e-mail address. The following return texts are possible after the e-mail address has been entered:

return text	interpretation
The e-mail address you have entered is already existing for another userID. Please enter a different e-mail address.	Please enter a different e-mail address!
The e-mail address you have entered for the password change could not be saved due to technical reasons. Please contact the User Support.	Please contact the BÜRGEL User Support!
Your settings have been saved.	Your e-mail address has been recorded exclusively for this service.

Setup of start settings NetConnect web (Options)

4.5.2 Calling the function 'Password forgotten'

Please click on *forgot your password*.

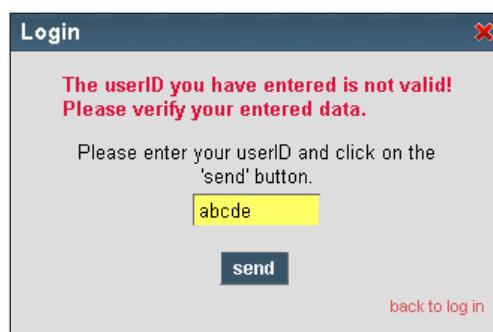


You are now asked to enter your UserID.



After you have entered your UserID and clicked on the **send** button, the following responses are possible:

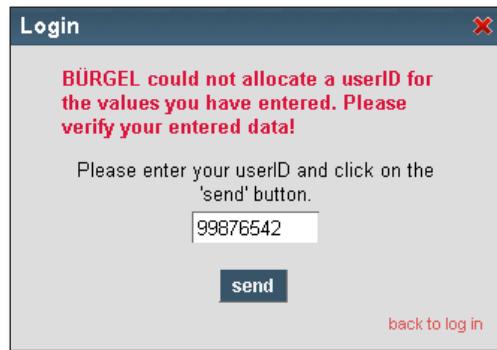
- „The UserID you have entered not valid! Please verify your entered data.“



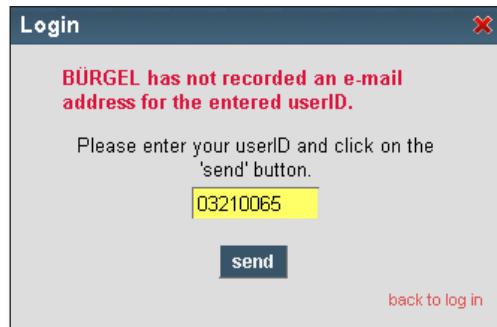
4

Setup of start settings NetConnect web (Options)

- „BÜRGEL could not allocate a UserID for the values you have entered. Please verify your entered data!“



- „BÜRGEL has not recorded an e-mail address for the values you have entered.“



- „You have requested a change of password? Within short you will receive an e-mail from Bürgel which will authorise you to change your password. Please follow the further instructions in the e-mail.“



4

Setup of start settings NetConnect web (Options)

Important Note: In case you do not receive an e-mail, please verify the e-mail address and/or the settings of your SPAM filter.

4.5.3 Executing Change of Password

After you have successfully entered your User ID as described in Item 4.5.2, you will receive an automatically sent e-mail from BÜRGEL with the following content:

Dear Client,

You have requested to set back your password. In order to change your password, please click on the following link **within the next hour** and follow the instructions on the page shown.

<https://www.buerger-online.de/ILostMyPassword/change?guid=A63742A09CACD77B1AA1E20DBA62B1196E9>

Please be advised that this e-mail is sent automatically by the system. Replies to the sender of this e-mail will not be processed in case you have any questions, please contact your BÜRGEL agency.

Kindest Regards
Your BÜRGEL Team

The link in this e-mail leads to the following page:



The screenshot shows a 'Change of password' form. At the top, the BÜRGEL logo is visible. Below it, there are three input fields: 'User ID', 'New password', and 'Repeat password', each with a red 'X' icon to its right. Below these fields is a 'Code:' label followed by a CAPTCHA image containing the text 'v N q g C h F'. Underneath the CAPTCHA is a 'Reload image' button. A text input field labeled 'Please enter the code from the image here!' is positioned below the CAPTCHA. At the bottom of the form is a blue 'Change password' button.

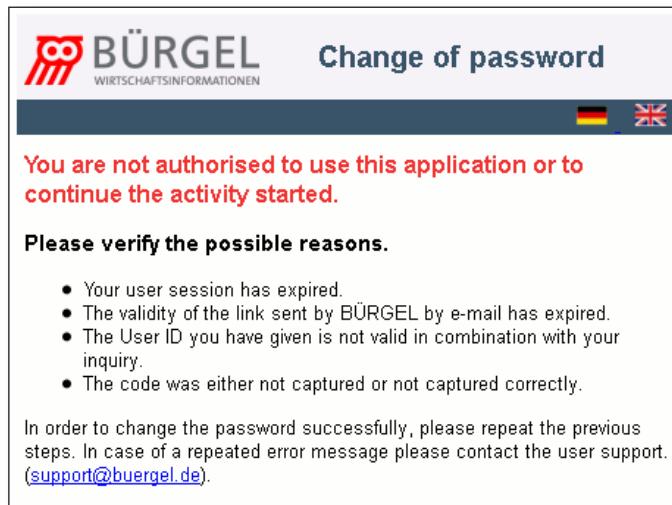
4

Setup of start settings NetConnect web (Options)

Once you have completed your entries, you can forward your new password with a click on the button **<Change Password>**. You will immediately receive a message confirming whether the change of password has been successful ("You have successfully changed your password"). With this new password you can login to NetConnect.

Important Note:

It may take up to one minute for the requested password to become effective. Please wait a little while before you go to the NetConnect web application start page and login with your new password. The error message "You are not authorised to use this application or to continue the activity started" means that an error has occurred. In this case the password could not be changed.



Please verify the possible reasons:

- Your user session has expired.
- The validity of the link sent by BÜRGEL by e-mail has expired
- The User ID you have given is not valid in combination with your inquiry..
- The code was either not captured or not captured correctly.

In order to change the password successfully, please repeat the previous steps. In case of a repeated error message, please contact the User support. (support@buergel.de).

5

Online function for retrieving company information
on German companies

5 Online function for retrieving company information on German companies

The following company information products are offered by BÜRGEL:

Full Report	including Monitoring Service
Assurance Report	optionally including Monitoring Service
Credit Report	optionally including Monitoring Service
BoniCheck	without Monitoring Service
Company Short Report	optionally with Monitoring Service for three months
FinanceCheck	optionally with Monitoring Service for six months
Legal Form Check	optionally with Monitoring Service for six months

The Full Report contains extensive information:

- **Basic and communication data**
- **Legal form data**
- **Responsible persons**
- **Resigned acting persons and shareholders**
- **Company history**
- **Business activities / Sectors**
- **Branches / Production facilities**
- **Participations**
- **Financial situation**
- **Real Estate**
- **Bankers**
- **Financial figures**
- **Participations**
- **Balance sheets**

and, in addition, the reply to your inquiry.

Online function for retrieving company information
on German companies

Each risk is different – we have the suitable product

Contents of the BÜRGEL reports	Company Full Report ^{1,6}	Assurance Report ^{1,6}	Credit-report ¹	Boni-Check ¹	Company Short Report ¹	Finance Check ¹	Legal Form Check ¹	Telephone Report ¹	International Report ^{1,2,4}	RiskCheck RT standard ^{1,3}	RiskCheck RT adv. [profess.] ^{1,3}
Company name / communication data	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Company status / legal status	✓	✓	✓								
BÜRGEL no.	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Conclusion	✓								✓		
Maximum credit (depending on inquiry reason)	✓	✓	✓	✓	✓			✓	✓		
Legal form data											
Legal form	✓	✓	✓	✓	✓		✓	✓	✓		
Date of foundation	✓	✓	✓	✓	✓		✓	✓	✓		
Start of company activities	✓	✓	✓								
Commercial registration data	✓	✓	✓	✓	✓		✓	✓	✓		
Share capital	✓	✓	✓	✓	✓		✓	✓	✓		
Owner, general partner, board of managers managing director, etc. (depending on legal form)	✓	✓	✓	✓	✓		✓	✓	✓		
Negative criteria (if applicable)	✓	✓	✓	✓	Note	Note	Note	✓	✓		✓
Further functions / participations (if applicable)	✓								✓		[✓]
Acting persons	✓										
Former function owners and stockholders	✓										
Company history	✓	✓	✓						✓		
Company activities / business sectors	✓	✓	✓	✓	✓			✓	✓		
Branches / production facilities	✓								✓		
Participations	✓	✓	✓						✓		
Financial situation										Score	Score
Solvency Rating	✓	✓	✓	✓	✓	✓		✓	✓		
Probability of default of the company	✓										
Ø risk of default within the sector(s)	✓										
Payment experiences	✓		✓	✓	✓	✓		✓	✓		
Negative criteria	✓	✓	✓	✓	✓	✓	Note	✓	✓		✓
Euler Hermes balance sheet grade	✓										
Real Estate	✓							Note	✓		
Bankers	✓	✓	✓	✓					✓	✓	
Financial figures	✓	✓	✓	✓	✓				✓	✓	
Balance sheet ratios ⁵	✓										
Balance sheets											
Single balance sheet (if available)	✓	✓	✓						✓		
Profit and loss account (if available)	✓	✓	✓								

General note: The display of reports varies depending on the channel of delivery.

¹ Contents and extent depend on legal form.

² Report segments depend on country.

³ For all RiskCheck RealTime products an address plausibility check and, if need be, an address correction has been made.

⁴ Display of balance sheets and/or contents and extent depend on country of origin and the chosen delivery mode.

⁵ Equity ratio, liquidity ratio, return on total capital, Euler Hermes balance sheet grade

⁶ This report is accepted in the framework of the global part/self-verification in the credit insurance contracts of Euler Hermes Kreditversicherungs-AG.

5

Online function for retrieving company information
on German companies

For a **Full Report** supplements are generated for a period of twelve months in case of changes regarding the communication data, legal form data or the financial situation.

Assurance Report is accepted in the framework of the global part / selfverification in the commercial credit insurance contracts of Euler Hermes Kreditversicherungs-AG.

Within the BÜRGEL product portfolio, **Credit Report** ranges above BoniCheck and below Full Report. Optionally and against an additional charge, a monitoring service is possible for a period of twelve months regarding changes of the communication data, legal form data or the financial situation.

BoniCheck offers condensed key information on the company of your inquiry, e.g. communication data, legal form data, company activities (sector description), financial situation, bankers and financial figures. No supplements are generated for this product type.

Company Short Report provides information in the field of communication data, legal form data (abridged), company activities (sector no. and description), financial situation and financial figures (abridged). The monitoring service is limited to three months and applies to changes of the communication data, legal form data and the financial situation.

FinanceCheck provides single-segment financial situation information. Optionally BÜRGEL provides information on relevant changes of the communication data and/or the financial situation for a period of six months.

Legal Form Check provides single-segment legal form information and concentrates on the fields of legal form data. Optionally BÜRGEL provides information on relevant changes of the communication data and/or legal form data for a period of six months.

5

Online function for retrieving company information
on German companies

In order to retrieve up-to-date information on German companies, choose the requested product from the left menu bar.

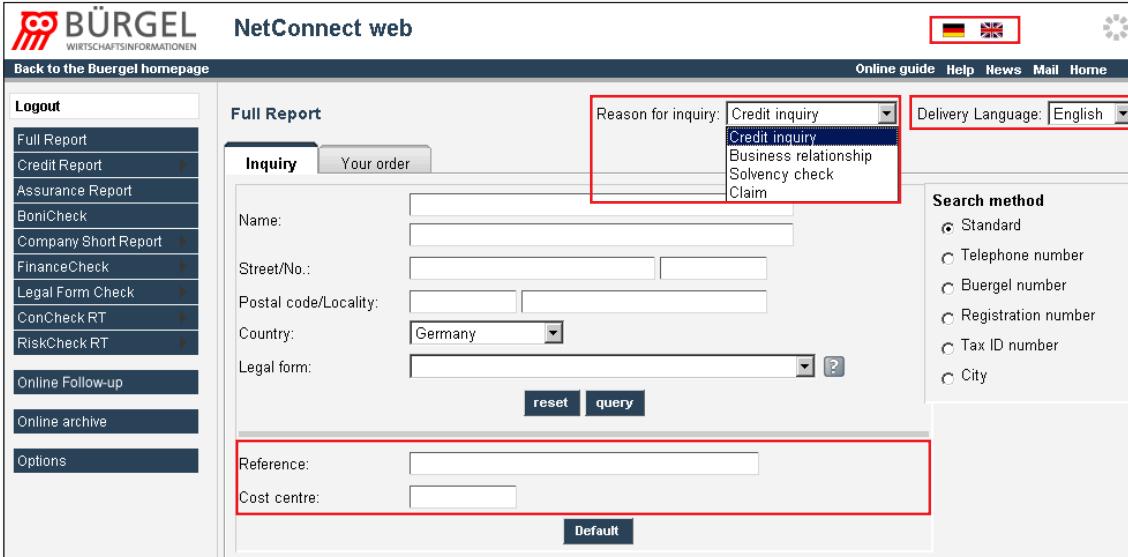
Products

All products offered by your competent BÜRGEL Agency are displayed. By clicking the left mouse button you can now choose the company information product for your online search and/or inquiry.



The inquiry mask then appears. It is identical for all company information products. Exception: RiskCheck RealTime (see section 6). You have the possibility to choose between reasons for inquiry, dialog and delivery languages.

The fields **‘Reference’** and **‘Cost centre’** may be preallocated by entries made by your competent BÜRGEL Agency. Please contact your account manager if you would like this to be changed.



5

Online function for retrieving company information
on German companies

Reason for inquiry

The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. Depending on the product type, up to four reasons for inquiry can be chosen. By clicking the left mouse button you can choose a reason for inquiry stated within the flag.

Delivery language

This flag is available for the products Full Report, Credit Report, Company Short Report, FinanceCheck and Legal FormCheck.

Dialog language

NetConnect web is available in the dialog languages German and English. The language can be chosen by clicking the left mouse button.

5

Online function for retrieving company information
on German companies

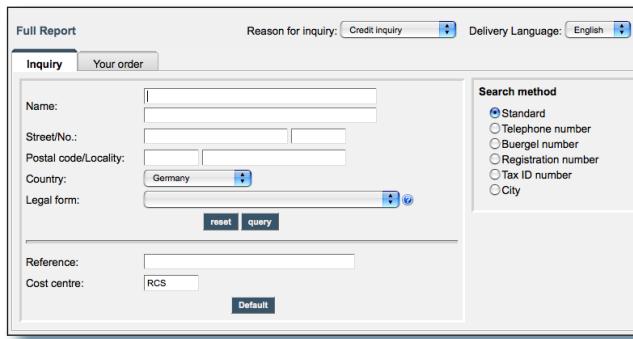
Description of selected navigation buttons:

Symbol	Bezeichnung	Beschreibung
	Export	Export of the chosen report to the text format
	Print	Print report
	New inquiry	Immediate branching to an empty inquiry mask for a new search/order
	Request for Full Report	Branch to a Full Report from short products
	PDF	Export of the selected report to the PDF format
	Toolipp	Special tool tip with continuative indications or pointers
	Sorting	Change of sorting in the hit list and archive list according to name, street, postal code, town, Bürgel agency no./inquiry no. or date of inquiry, date of creation (to activate, please click on the list of headings) Note: The "date of creation" is chosen as standard sorting.

Online function for retrieving company information
on German companies

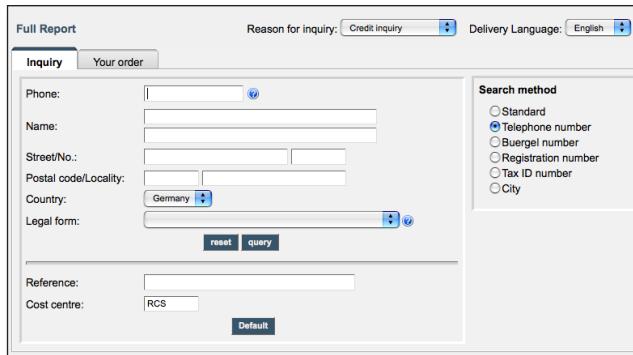
5.1 Online search for and inquiry on company information on German companies

In order to make an online inquiry on a company within Germany first choose the requested search function (**Search method**). For the search via **‘Name/address’** you have the possibility to search via name, street/street number, postal code/town. These search criteria are freely combinable.



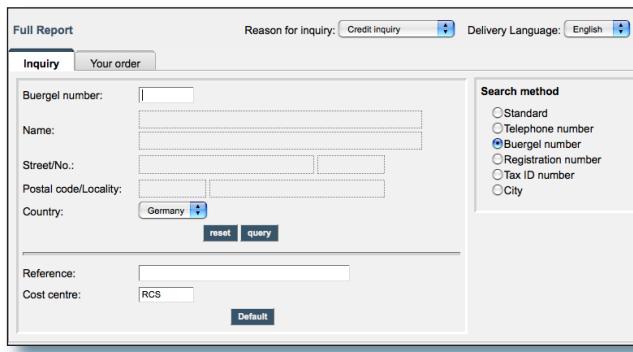
The screenshot shows the 'Full Report' search interface. The 'Search method' panel on the right has 'Standard' selected. The search fields on the left include Name, Street/No., Postal code/Locality, Country (set to Germany), Legal form, Reference, and Cost centre (set to RCS). There are 'reset' and 'query' buttons at the bottom of the search area.

For the selection **‘Telephone number’** only enter the complete telephone number including the area code. The telephone number must contain at least six digits.



The screenshot shows the 'Full Report' search interface. The 'Search method' panel on the right has 'Telephone number' selected. The search fields on the left include Phone, Name, Street/No., Postal code/Locality, Country (set to Germany), Legal form, Reference, and Cost centre (set to RCS). There are 'reset' and 'query' buttons at the bottom of the search area.

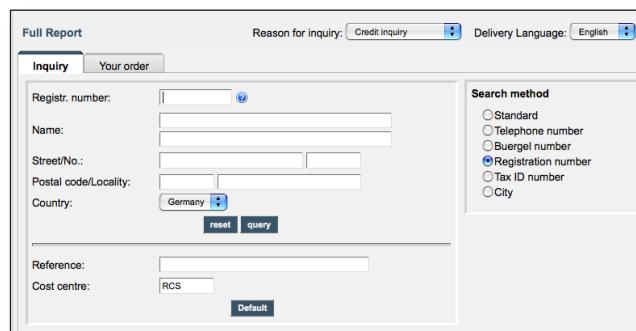
For the selection **‘Bürgel number’** enter the corresponding Bürgel number of the requested company.



The screenshot shows the 'Full Report' search interface. The 'Search method' panel on the right has 'Bürgel number' selected. The search fields on the left include Bürgel number, Name, Street/No., Postal code/Locality, Country (set to Germany), Legal form, Reference, and Cost centre (set to RCS). There are 'reset' and 'query' buttons at the bottom of the search area.

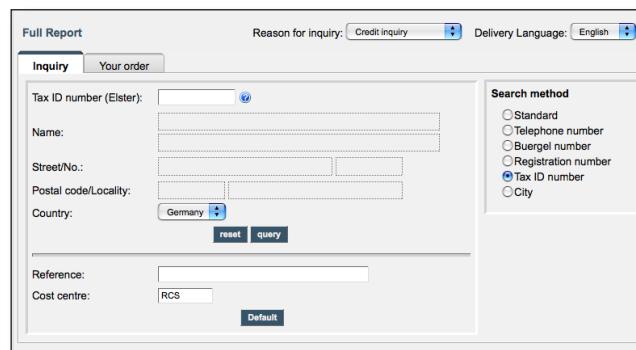
Online function for retrieving company information
on German companies

For the search via ***Registration number*** you can search the registered company via its registration number.



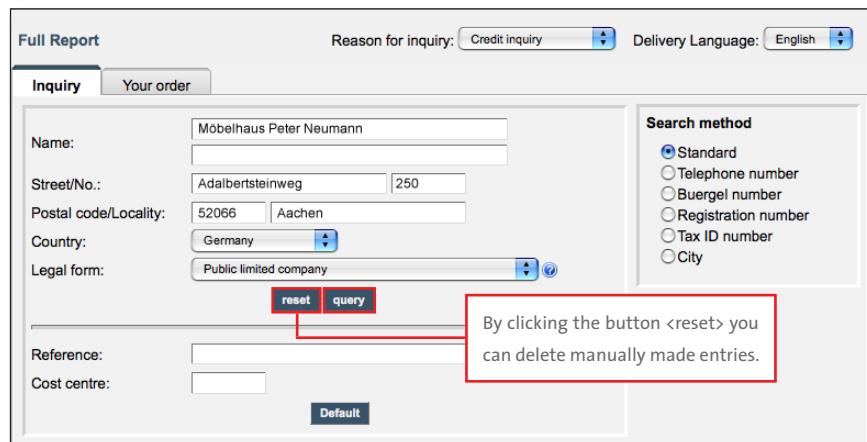
The screenshot shows the 'Full Report' search interface. The 'Reason for inquiry' is set to 'Credit inquiry' and the 'Delivery Language' is 'English'. The 'Search method' section is expanded, showing radio buttons for 'Standard', 'Telephone number', 'Buergel number', 'Registration number' (which is selected), 'Tax ID number', and 'City'. The main search form includes fields for 'Registr. number', 'Name', 'Street/No.', 'Postal code/Locality', 'Country' (set to 'Germany'), 'Reference', and 'Cost centre' (set to 'RCS'). There are 'reset' and 'query' buttons at the bottom.

The search via ***Tax ID number*** enables you to search by Elster Tax ID number.



The screenshot shows the 'Full Report' search interface. The 'Reason for inquiry' is set to 'Credit inquiry' and the 'Delivery Language' is 'English'. The 'Search method' section is expanded, showing radio buttons for 'Standard', 'Telephone number', 'Buergel number', 'Registration number', 'Tax ID number' (which is selected), and 'City'. The main search form includes fields for 'Tax ID number (Elster)', 'Name', 'Street/No.', 'Postal code/Locality', 'Country' (set to 'Germany'), 'Reference', and 'Cost centre' (set to 'RCS'). There are 'reset' and 'query' buttons at the bottom.

Confirm your entry by clicking the button <search>.



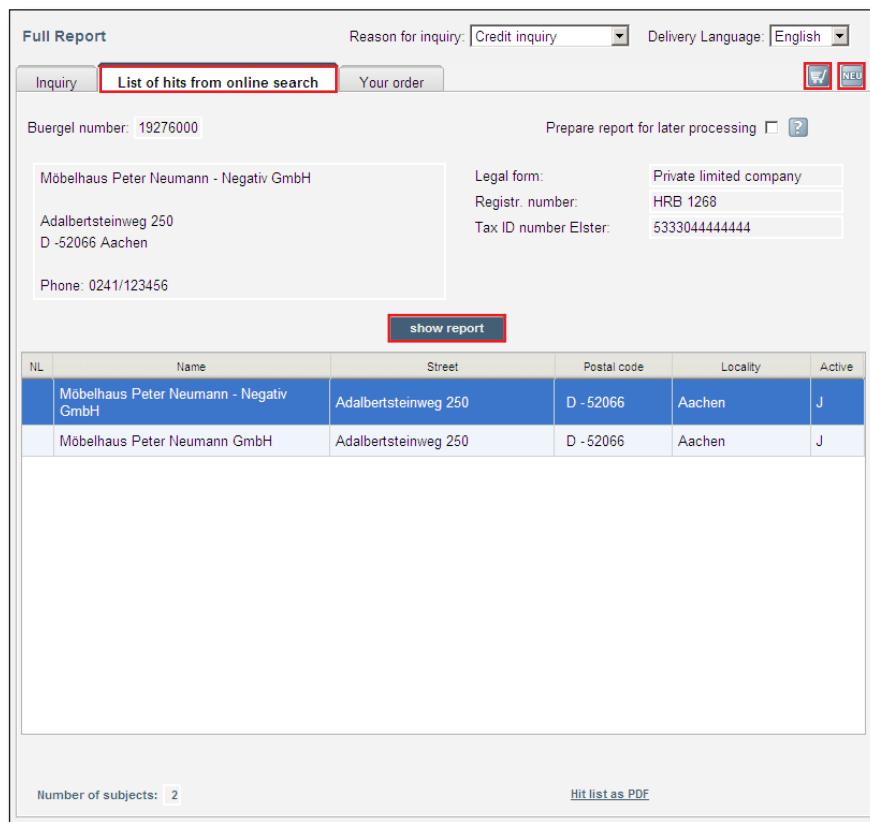
The screenshot shows the 'Full Report' search interface. The 'Reason for inquiry' is set to 'Credit inquiry' and the 'Delivery Language' is 'English'. The 'Search method' section is expanded, showing radio buttons for 'Standard' (which is selected), 'Telephone number', 'Buergel number', 'Registration number', 'Tax ID number', and 'City'. The main search form includes fields for 'Name' (set to 'Möbelhaus Peter Neumann'), 'Street/No.' (set to 'Adalbertsteinweg 250'), 'Postal code/Locality' (set to '52066 Aachen'), 'Country' (set to 'Germany'), 'Legal form' (set to 'Public limited company'), 'Reference', and 'Cost centre'. There are 'reset' and 'query' buttons at the bottom. A red box highlights the 'reset' button, and a callout box with a red border and arrow points to it, containing the text: 'By clicking the button <reset> you can delete manually made entries.'

5

Online function for retrieving company information
on German companies

In the flag ***List of hits from online search*** you ultimately have the opportunity to change the settings in the top navigation bar. The button  leads to the immediate routing to the order screen, all of the company data are imported; the button  **NEU** leads back to the empty search screen.

You have the possibility to individually adjust the hit list by assorting the columns alphabetically by name, street, postal code or city. By a simple mouse click, e.g. on the column Name, the system assorts all found companies alphabetically according to the names. You can see the sorting by the yellow arrow. If you roll over this arrow with the mouse its function is explained to you by a tool tip.



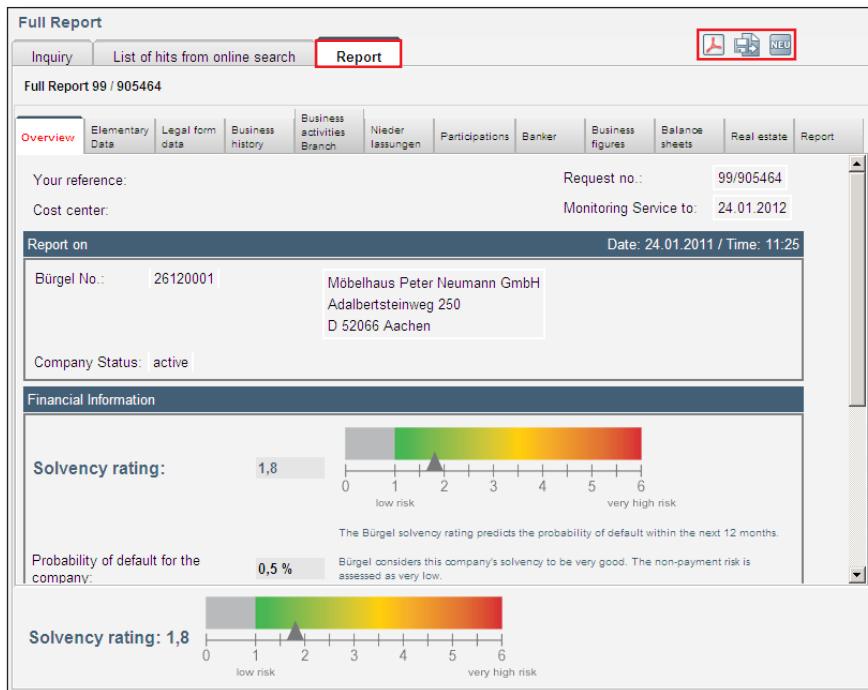
NL	Name	Street	Postal code	Locality	Active
	Möbelhaus Peter Neumann - Negativ GmbH	Adalbertsteinweg 250	D -52066	Aachen	J
	Möbelhaus Peter Neumann GmbH	Adalbertsteinweg 250	D -52066	Aachen	J

In order to view the company requested by yourselves, please choose the according entry (by single mouse click). The chosen company is then marked in blue. By clicking on the button **show report** or by double-clicking with the left mouse button on the company the generation of the report is immediately started.

Online function for retrieving company information
on German companies

5.1.1 Online search for and inquiry on Full Report

After clicking on the button **<show report>** the Full Report is generated. All information segments of the Company Full Report are made available to you on the basis of flag functions. In the flag **,Report** you can navigate through the complete report by using the scrollbar. The individual information segments opens by clicking on the corresponding flags.

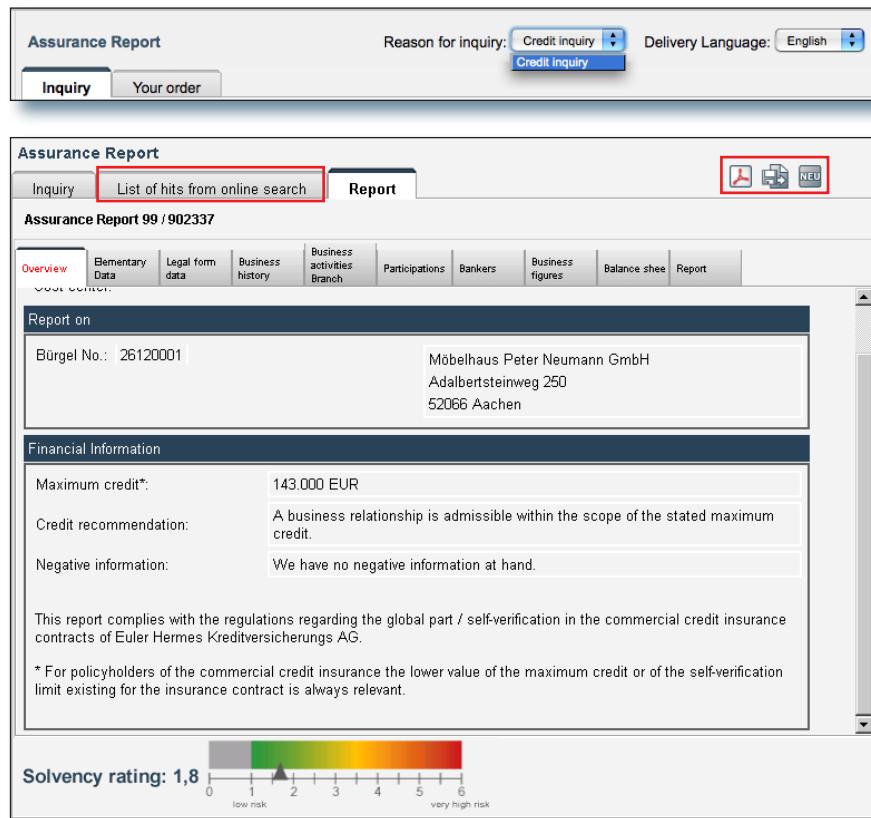


- The flag **,List of hits from online search** leads you back to the hit list.
- The button  leads you to a printable PDF version of Full Report.
- By clicking the button  the report can be exported.
- The button  immediately leads you to the empty search screen for a new inquiry (see section 5.1.).

Online function for retrieving company information
on German companies

5.1.2 Online search for and inquiry on Assurance Report

The product type Assurance Report begins with an overview of the most important information on the financial situation of the company of your inquiry. All further information segments of Assurance Report are available to you by the flag functions. With a mouse click on the corresponding flag, the single information segments are opened. A credit inquiry is the only possible reason for inquiry in this case.



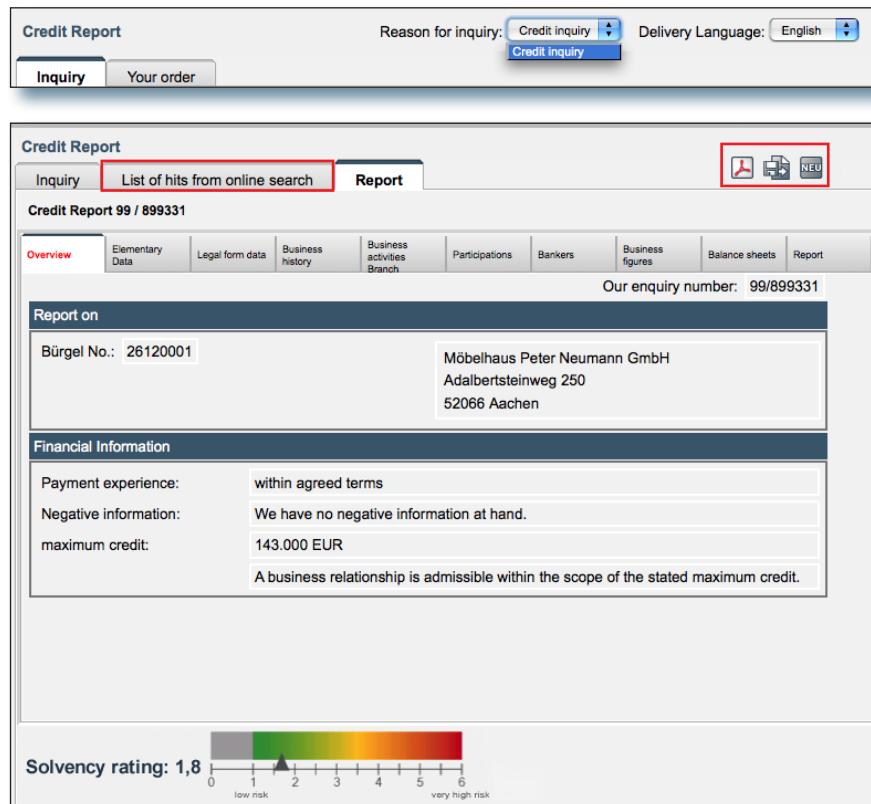
The screenshot shows the Assurance Report interface. At the top, there are dropdown menus for 'Reason for inquiry' (set to 'Credit inquiry') and 'Delivery Language' (set to 'English'). Below these are two buttons: 'Inquiry' (highlighted in blue) and 'Your order'. The main content area is titled 'Assurance Report' and shows a report for 'Assurance Report 99 / 902337'. The report is for 'Bügel No.: 26120001' and lists the company as 'Möbelhaus Peter Neumann GmbH' with address 'Adalbertsteinweg 250' and '52066 Aachen'. Under 'Financial Information', it shows a maximum credit of '143.000 EUR' and a note that a business relationship is admissible within the scope of the stated maximum credit. It also states that there is 'No negative information at hand'. A note at the bottom indicates that the report complies with Euler Hermes Kreditversicherungs AG's regulations. A legend at the bottom right shows a color scale from grey (low risk) to red (very high risk), with a value of '1,8' indicated. The entire screenshot is framed by a red border.

- The flag **'List of hits from online search'** leads you back to the hit list.
- The button  leads you to a printable PDF version of Assurance Report.
- By clicking the button  the report can be exported.
- The button  immediately leads you to the empty search screen for a new inquiry (see section 5.1.).

Online function for retrieving company information
on German companies

5.1.3 Online search for and inquiry on Credit Report

The product type Credit Report begins with an overview of the most important information on the financial situation of the company of your inquiry. All further information segments of Credit Report are made available to you by the flag functions. With a mouse click on the corresponding flag, the single information segments are opened. A credit inquiry is the only possible reason for inquiry in this case.



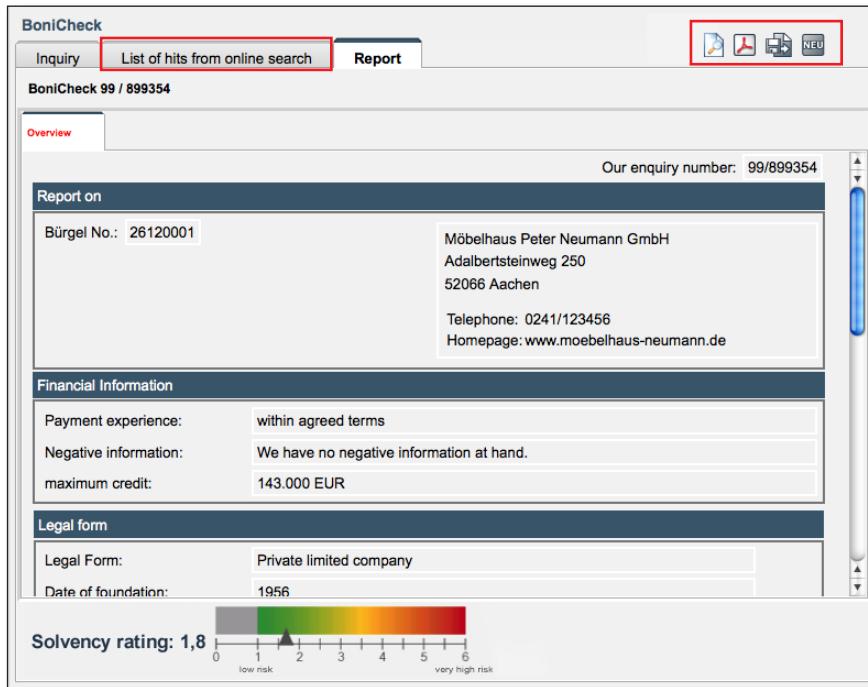
The screenshot shows the 'Credit Report' interface. At the top, there are dropdown menus for 'Reason for inquiry' (set to 'Credit inquiry') and 'Delivery Language' (set to 'English'). Below these are two buttons: 'Inquiry' (highlighted in red) and 'Your order'. The main content area is titled 'Credit Report' and shows the inquiry number 'Credit Report 99 / 899331'. A navigation bar at the top of this area includes 'Inquiry' (highlighted in red), 'List of hits from online search' (highlighted in red), and 'Report'. To the right of the navigation bar are three icons: a red square with a white document, a blue square with a white document, and a blue square with the text 'NEU'. Below the navigation bar, there is a sub-navigation bar with tabs: 'Overview' (highlighted in red), 'Elementary Data', 'Legal form data', 'Business history', 'Business activities Branch', 'Participations', 'Bankers', 'Business figures', 'Balance sheets', and 'Report'. The 'Overview' tab is currently active. The main content area displays information for 'Bügel No. 26120001' (Möbelhaus Peter Neumann GmbH, Adalbertsteinweg 250, 52066 Aachen). Below this, the 'Financial Information' section shows: 'Payment experience: within agreed terms', 'Negative information: We have no negative information at hand.', and 'maximum credit: 143.000 EUR'. A note states: 'A business relationship is admissible within the scope of the stated maximum credit.' At the bottom of the report, there is a 'Solvency rating: 1,8' with a scale from 0 (low risk) to 6 (very high risk), where the rating is marked at 1.8.

- The flag **'List of hits from online search'** leads you back to the hit list.
- The button  leads you to a printable PDF version of Credit Report.
- By clicking the button  the report can be exported.
- The button  immediately leads you to the empty search screen for a new inquiry (see section 5.1.).

Online function for retrieving company information
on German companies

5.1.4 Online search for and inquiry on BoniCheck

After choosing the correct company from the hit list you directly access the BoniCheck overview.



BoniCheck

Inquiry List of hits from online search Report

BoniCheck 99 / 899354

Overview Our enquiry number: 99/899354

Report on

Bürgel No.: 26120001 Möbelhaus Peter Neumann GmbH
Adalbertsteinweg 250
52066 Aachen
Telephone: 0241/123456
Homepage: www.moebelhaus-neumann.de

Financial Information

Payment experience: within agreed terms
Negative information: We have no negative information at hand.
maximum credit: 143.000 EUR

Legal form

Legal Form: Private limited company
Date of foundation: 1956

Solvency rating: 1,8

0 1 2 3 4 5 6
low risk very high risk

PDF Print Export NEU

- The flag, *List of hits from online search* leads you back to the hit list.
- The button  enables direct branching to the Full Report.
- The button  leads you to a printable PDF version of BoniCheck.
- By clicking the button  the report can be exported.
- The button  immediately leads you to the empty search screen for a new inquiry (see section 5.1.).

Import note

If you directly branch from the BoniCheck Report to the Full Report, you are only charged for the Full Report. BÜRGEL recommends a Full Report if changes have occurred since the last research.

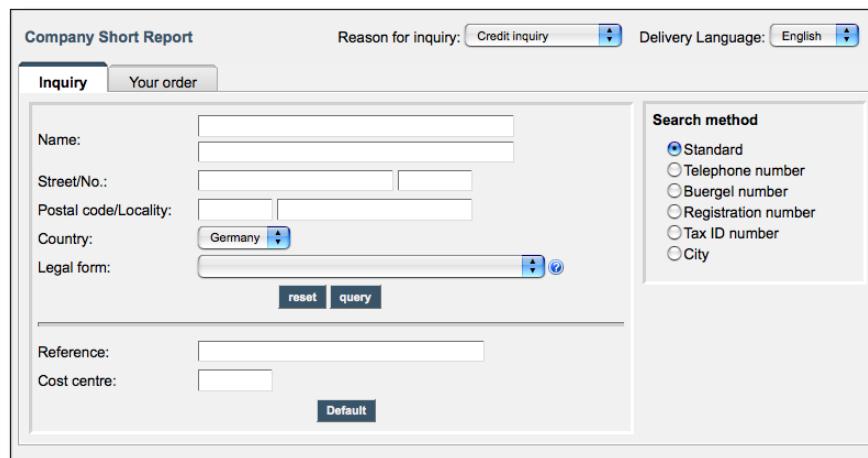
From the BoniCheck Report you can only branch to the Full Report for initial generation. This possibility is not available in the online archive.

Online function for retrieving company information
on German companies

5.1.5 Online search for and inquiry on Company Short Report, FinanceCheck and Legal Form Check

The delivery language can be changed for the products Company Short Report, FinanceCheck and Legal FormCheck.

Example Company Short Report

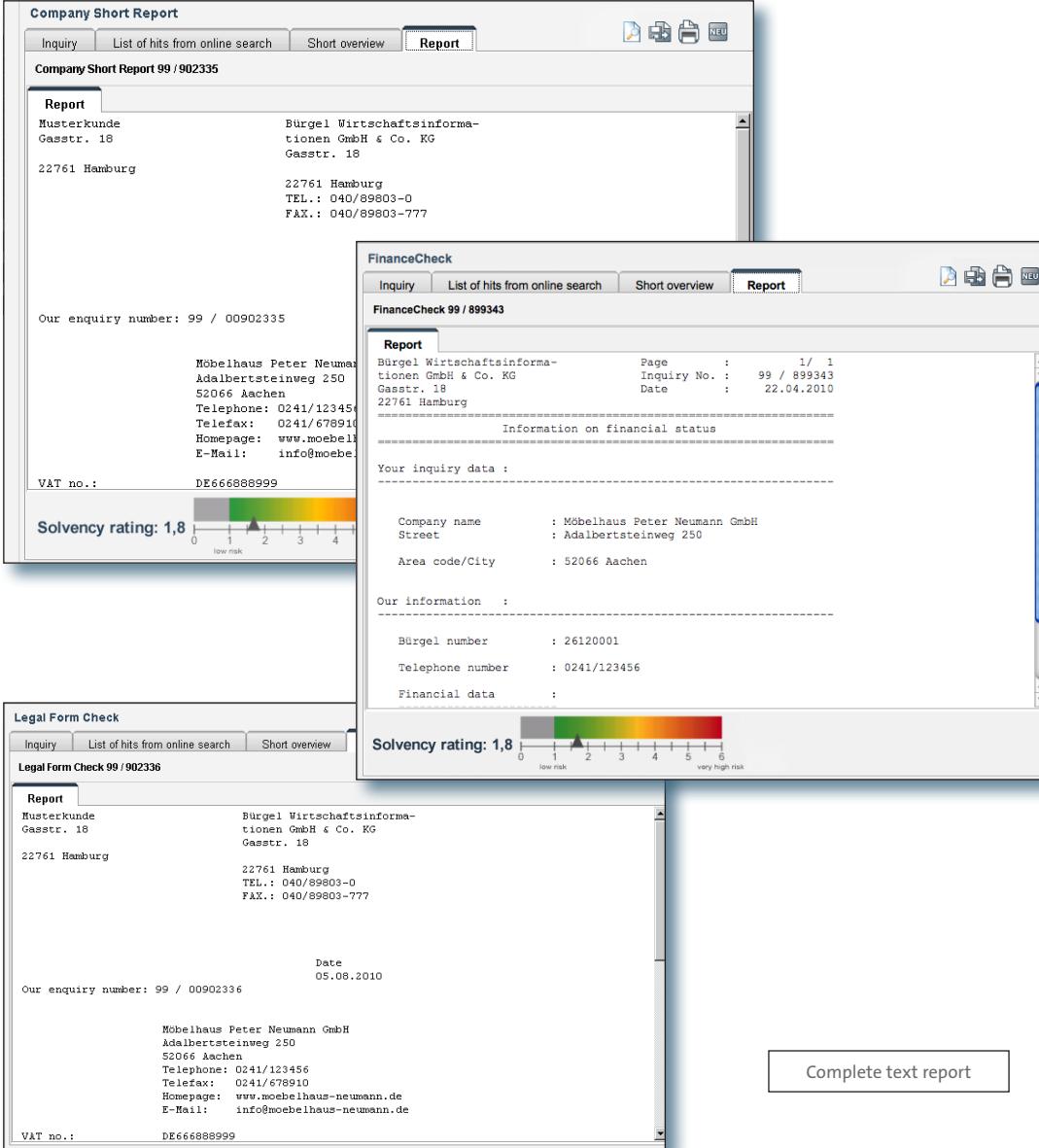


By clicking the button **<show>** in the hit list you get to the particular short overview of the product.

Short overview of the particular report.

Online function for retrieving company information
on German companies

By clicking the flag, **Report**‘ the complete text report is displayed.



Company Short Report

Inquiry List of hits from online search Short overview Report

Company Short Report 99 / 902335

Report

Musterkunde Bürgel Wirtschaftsinformationen GmbH & Co. KG
Gasstr. 18 Gasstr. 18
22761 Hamburg 22761 Hamburg
TEL.: 040/89803-0
FAX.: 040/89803-777

Our enquiry number: 99 / 00902335

Möbelhaus Peter Neumann GmbH
Adalbertsteinweg 250
52066 Aachen
Telephone: 0241/123456
Telefax: 0241/678910
Homepage: www.moebelhaus-neumann.de
E-Mail: info@moebelhaus-neumann.de

VAT no.: DE666888999

Solvency rating: 1,8

0 1 2 3 4 5 6
low risk

FinanceCheck

Inquiry List of hits from online search Short overview Report

FinanceCheck 99 / 899343

Report

Bürgel Wirtschaftsinformationen GmbH & Co. KG Page 1 / 1
Gasstr. 18 Inquiry No. : 99 / 899343
22761 Hamburg Date : 22.04.2010

Information on financial status

Your inquiry data :

Company name : Möbelhaus Peter Neumann GmbH
Street : Adalbertsteinweg 250
Area code/City : 52066 Aachen

Our information :

Bürgel number : 26120001
Telephone number : 0241/123456
Financial data :

Solvency rating: 1,8

0 1 2 3 4 5 6
low risk

Legal Form Check

Inquiry List of hits from online search Short overview

Legal Form Check 99 / 902336

Report

Musterkunde Bürgel Wirtschaftsinformationen GmbH & Co. KG
Gasstr. 18 Gasstr. 18
22761 Hamburg 22761 Hamburg
TEL.: 040/89803-0
FAX.: 040/89803-777

Date 05.08.2010

Our enquiry number: 99 / 00902336

Möbelhaus Peter Neumann GmbH
Adalbertsteinweg 250
52066 Aachen
Telephone: 0241/123456
Telefax: 0241/678910
Homepage: www.moebelhaus-neumann.de
E-Mail: info@moebelhaus-neumann.de

VAT no.: DE666888999

Complete text report

- The flag, **List of hits from online search**‘ leads you back to the hit list.
- The flag, **Overview**‘ leads you to the short overview of the report.
- The button  enables direct branching to the Full Report.
- By clicking the button  the report can be exported.
- The button  is clicked in order to print the report.
- The button  immediately leads you to the empty search screen for a new inquiry (see section 5.1.)

5

Online function for retrieving company information
on German companies

Important note: **If you directly branch from Company Short Report, FinanceCheck or Legal Form Check to the Full Report, you are only charged for the Full Report. BÜRGEL recommends a Full Report if changes have occurred since the last research.**

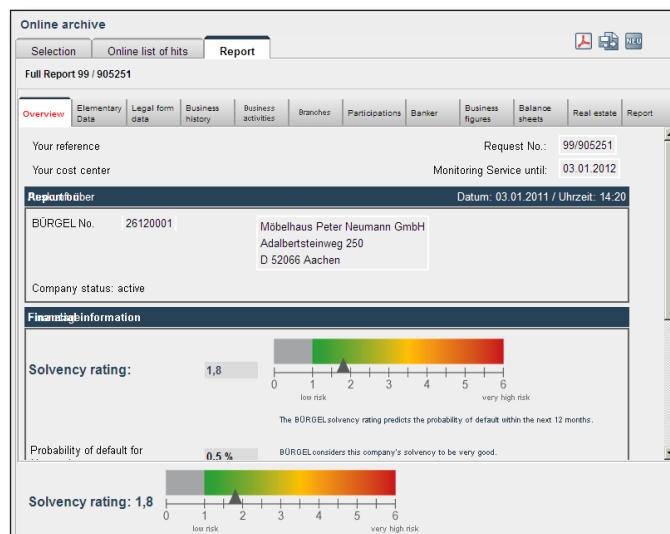
It is only possible to branch to the Full Report from Company Short Report, FinanceCheck or Legal Form Check for initial generation. This branching possibility is not available in the online archive.

5.1.6 Notification of already existing reports

If the button **<Show report>** is clicked, the online archive is checked in order to see if a report (irrespective of the product) on this subject (BÜRGEL number) has been retrieved in the last half year. If a report is at hand, a corresponding notification is shown.



The following options are now possible: Via the button **<request NEW report>** a report is retrieved even if perhaps the same report was fetched on the same day or exists in the online archive. This is why it should be minutely checked prior to clicking the button if the report already exists. By clicking the button **<Show report in online archive>** a change is made to the online archive list showing all the reports on this subject that were retrieved under your customer number in the past half year.



Online function for retrieving company information
on German companies

5.2 Online ordering of Full Reports on German companies

NetConnect web offers you the possibility to either order Full Reports online over the List of hits from online search or over the search screen from the flag ‚Your order‘. When placing an order, a request for research (ONS) of the stated company is activated.

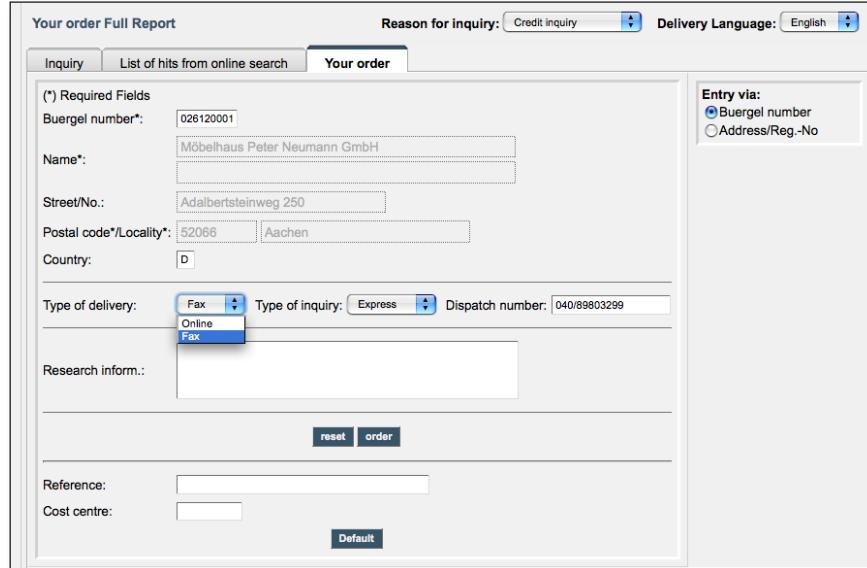
The following types of delivery are available:

Type of delivery	Type of order	Processing time (approx.)
Online	Online	8 working hours
Telefax/email	Normal	5 working days
	Express	8 working hours
	Superflash	3 working hours

The flag ‚Your order‘ allows for immediate branching to the order screen ‚Your order Full Report‘ or ‚Your order Credit Report‘; all of the data from the ‚List of hits from online search‘ and all entries already made in the search screen are imported.

The order can either be placed on the basis of the Bürgel number (if known) or via ‚Address/Registration number‘. In the list field ‚Entry via‘ you can choose the requested entry method.

Example Online order Full Report:



TIP!

Before placing the order you should check if the requested reason for inquiry, the correct delivery language, type of delivery, reference and cost centre have been entered into the order screen. Any special research information should be stated in the appropriate field.

Online function for retrieving company information
on German companies

Order screen

The flag „*Inquiry*“ leads to the search screen or back to the corresponding hit list of the online search.

Entries that were manually made can be deleted by clicking the button **<reset>** – except for the fields reference and cost centre which can be preset via the button **<Default>**.

After completion of the mask the Full Report is ordered by clicking the button **<Order>**.



A confirmation message appears.

It is advisable to order a report on a company if a report generation was refused or if the requested company is not listed in the “List of hits from online search”. It is also advisable to order a Full Report if the monitoring service has expired in the current or previous month.

5.3 Printing company information on German companies

In order to print single, generated reports, click the button .

Example Full Report

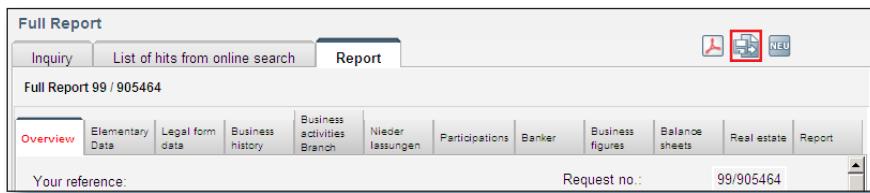


Online function for retrieving company information
on German companies

5.4 Exporting company information on German companies

By clicking the button you  can export the report or short overview.

Example Full Report



5.5 E-mail notification regarding supplementary reports, supplements and reports

NetConnect web users can get informed by BÜRGEL on the availability of supplementary reports, supplements and online written report (ONS) by e-mail and directly branch to the online archive via a link. In case you are already logged on to NetConnect web, you will directly reach the online archive list. Should you not be logged on, the NetConnect web login page appears first and you are asked for your UserID and password (see Chapter 2).

Dear Customer,

New information is ready to be retrieved in your BÜRGEL online-archives.
With the following link you can directly access your online-archives:

<https://www.buerger-online.de/netconnect-web2/action?action=archiv>

Please note that this e-mail is an information automatically sent by the system. Replies to the sender of this e-mail will not be processed. Should any questions arise, please contact our customer services department.

Kind regards

The message is created once per inquiry and user:

- for supplementary reports
- for supplements
- for online written reports

upon availability.

Important note:

Please contact your account manager regarding the setup.

Online function for retrieving RiskCheck RealTime (RiskCheck) –
Information on companies and private individuals in Germany

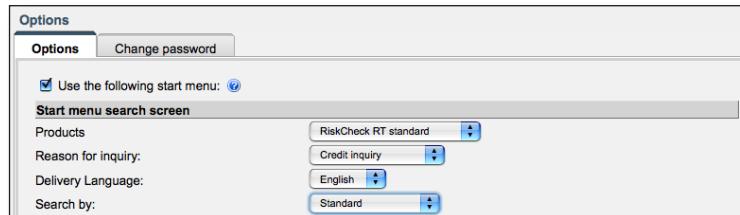
6 Online function for retrieving RiskCheck RealTime (RiskCheck) – Information on companies and private individuals in Germany

In the field of companies and consumer information in Germany, BÜRGEL offers the product line RiskCheck. The different RiskCheck products vary in their information depth. For further information on the RiskCheck products please refer to the corresponding product descriptions

6.1 Search for and inquiry on RiskCheck Reports on companies and private individuals in Germany

If you need up-to-date information on companies and/or private individuals, please use the product line RiskCheck.

The search screen ‚*Inquiry*‘ depends on the chosen product and the personal setting ‚*Start setting search screen*‘.

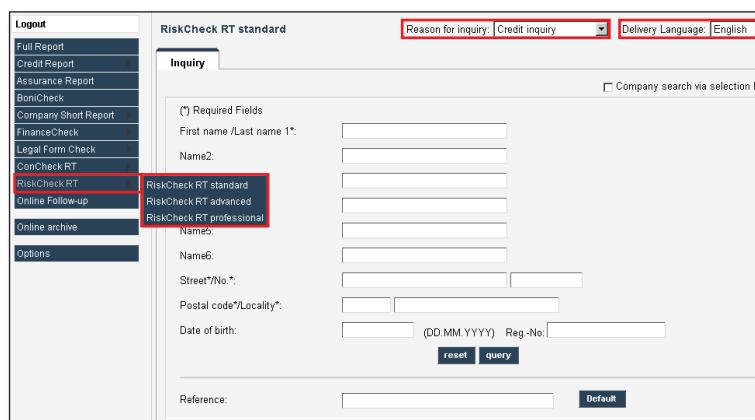


Before making an inquiry, please check the settings ‚*Reason for inquiry*‘ and ‚*Delivery language*‘.

By clicking the corresponding button, the segment opens.

Range of products

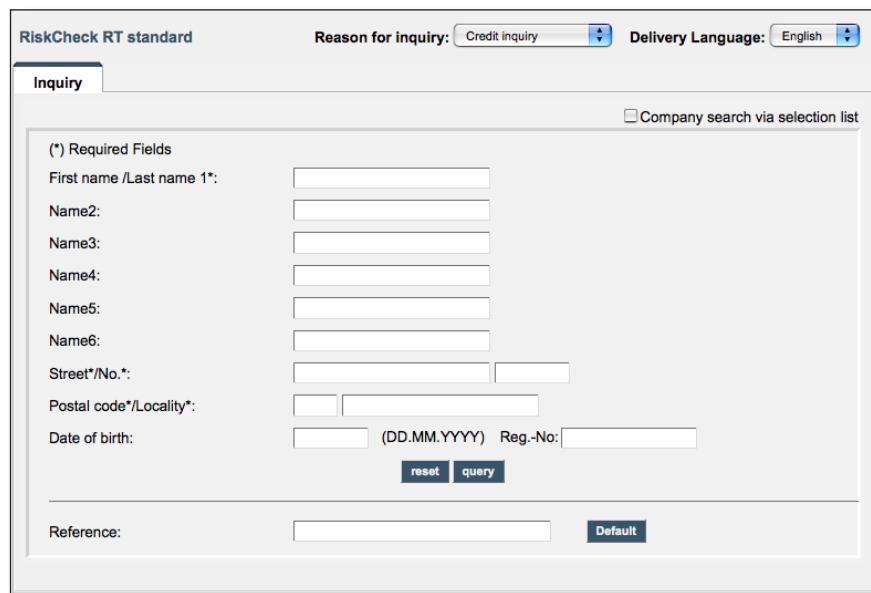
Here all of the products are displayed that were allocated by your competent BÜRGEL Agency. By clicking the left mouse button you can select the requested RiskCheck product.



Online function for retrieving RiskCheck RealTime (RiskCheck) –
Information on companies and private individuals in Germany

Reason for inquiry	The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. You can choose from four reasons of inquiry.
Liefersprache	Über diesen Button stellen Sie die Liefersprache ein.

After choosing RiskCheck RealTime in the product bar, the following inquiry screen appears:



The mandatory fields for making an inquiry are marked with a star (*).

Important note: The more fields are filled out (e.g. date of birth), the higher the hit accuracy. The field 'Reference' may be preset by an entry made by your competent BÜRGEL Agency.

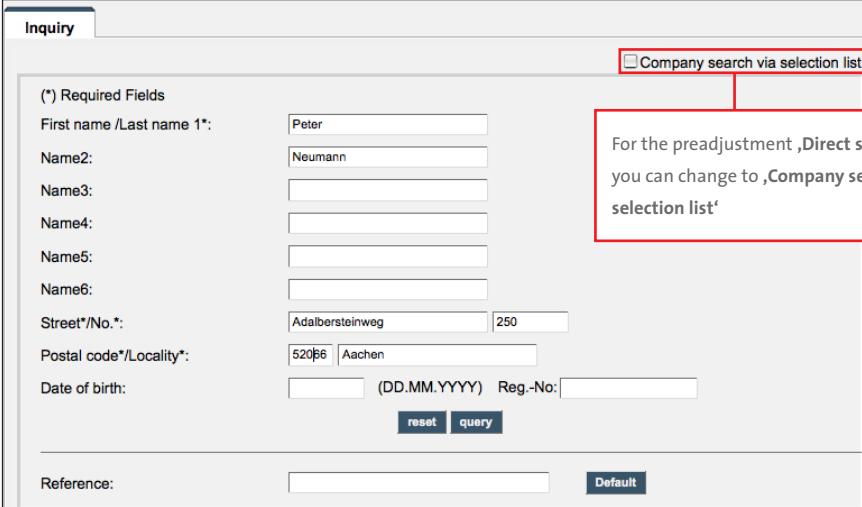
With the button **reset** you can delete entries that were made manually. By clicking the button **query** the report is generated.

Online function for retrieving RiskCheck RealTime (RiskCheck) –
Information on companies and private individuals in Germany

For the product RiskCheck two different search methods are available; ***‘Direct search’*** (preadjustment) or, ***‘Company search via selection list’***.

Via ***‘Direct search’*** (preadjustment) you can search persons and companies via name, street/street number, postal code/town, date of birth or registration number.

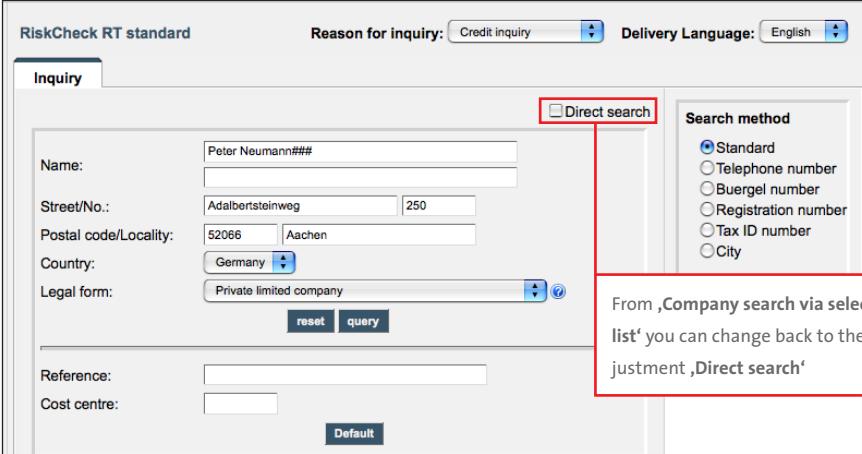
Direct search:



The screenshot shows the 'Inquiry' search interface. It includes fields for 'First name /Last name 1*' (Peter), 'Name2' (Neumann), 'Street* /No.*' (Adalbertsteinweg 250), 'Postal code/Locality*' (52066 Aachen), and 'Date of birth' (DD.MM.YYYY). A red box highlights the 'Company search via selection list' checkbox in the top right corner. A callout box to the right of the form states: 'For the preadjustment „Direct search“ you can change to „Company search via selection list“'.

For ***‘Company search via selection list’*** the search criteria are freely combinable. If, for example, the exact spelling of the name, street, etc. is not exactly known, it is also possible to only enter part of the search criterion. A hit list appears. The requested company can be chosen for the hit list. By double-clicking the chosen company a report is generated.

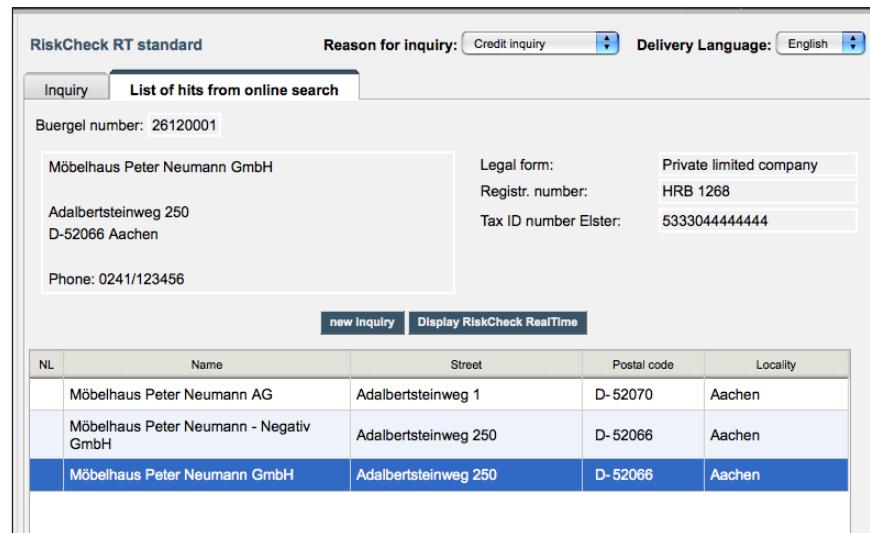
Company search via selection list:



The screenshot shows the 'RiskCheck RT standard' search interface. It includes fields for 'Name' (Peter Neumann###), 'Street/No.' (Adalbertsteinweg 250), 'Postal code/Locality' (52066 Aachen), 'Country' (Germany), and 'Legal form' (Private limited company). A red box highlights the 'Direct search' checkbox in the top right corner. A callout box to the right of the form states: 'From „Company search via selection list“ you can change back to the preadjustment „Direct search“'.

Online function for retrieving RiskCheck RealTime (RiskCheck) –
 Information on companies and private individuals in Germany

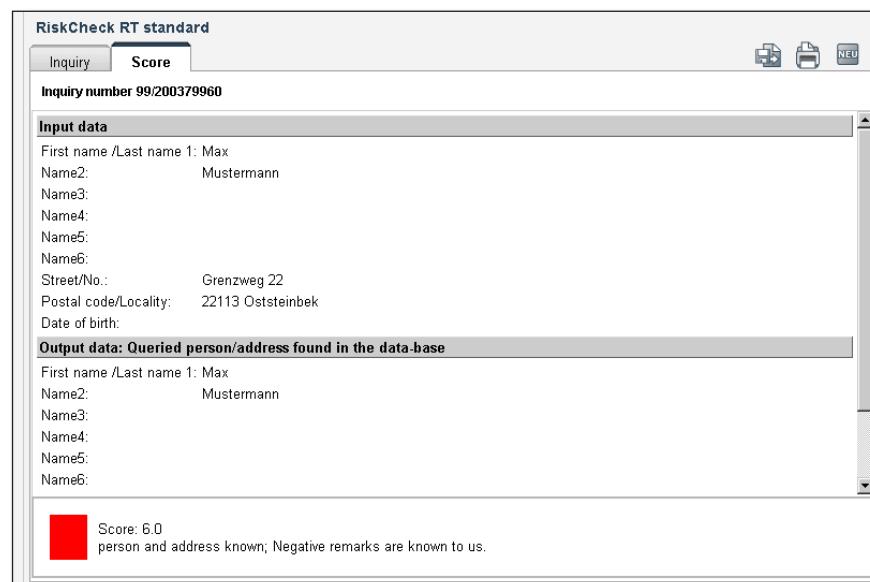
The product RiskCheck shows the information elements by flags. The following three information elements can be displayed: Score, negative criteria and connections to companies.



NL	Name	Street	Postal code	Locality
	Möbelhaus Peter Neumann AG	Adalbertsteinweg 1	D-52070	Aachen
	Möbelhaus Peter Neumann - Negativ GmbH	Adalbertsteinweg 250	D-52066	Aachen
	Möbelhaus Peter Neumann GmbH	Adalbertsteinweg 250	D-52066	Aachen

Person with negative criteria:

Example RiskCheck RT standard



Score

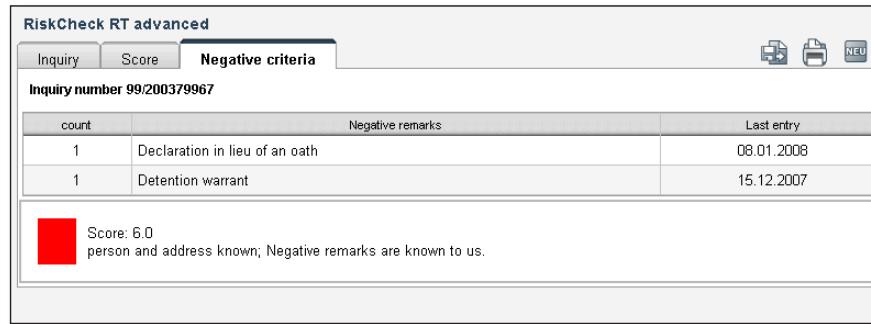
For the person/company of your inquiry you receive a score value in accordance with the German school grade principles, ranging from 1,0 (very good solvency) to 6,0 (very poor solvency). Via the flag **'Score'** in the area **'output data'** you simultaneously receive the result of the address comparison with the BÜRGEL database.

Online function for retrieving RiskCheck RealTime (RiskCheck) –
Information on companies and private individuals in Germany

Negative criteria

The information element is only displayed for the **RiskCheck products “advanced”** and **“professional”** if negative criteria (e.g. debt collection procedures, titled claims, declarations in lieu of an oath, warrants for arrest, insolvency proceedings exist).

Example RiskCheck RT advanced



The screenshot shows the RiskCheck RT advanced interface. At the top, there are tabs for 'Inquiry', 'Score', and 'Negative criteria', with 'Negative criteria' being the active tab. Below the tabs, the 'Inquiry number' is listed as 99/200379967. A table follows, with columns for 'count', 'Negative remarks', and 'Last entry'. The table contains two rows: '1 Declaration in lieu of an oath 08.01.2008' and '1 Detention warrant 15.12.2007'. At the bottom of the table, a note states: 'Score: 6.0 person and address known; Negative remarks are known to us.'

Connections to companies

For the product RiskCheck professional this information element appears if the person of your inquiry (unambiguous match) has one of the following connections to a company (e.g.):

- President /member of the board of directors
- President /member of the supervisory board
- Managing director
- Proprietor
- Personally liable partner
- Officer with a statutory authority

Example RiskCheck RT professional

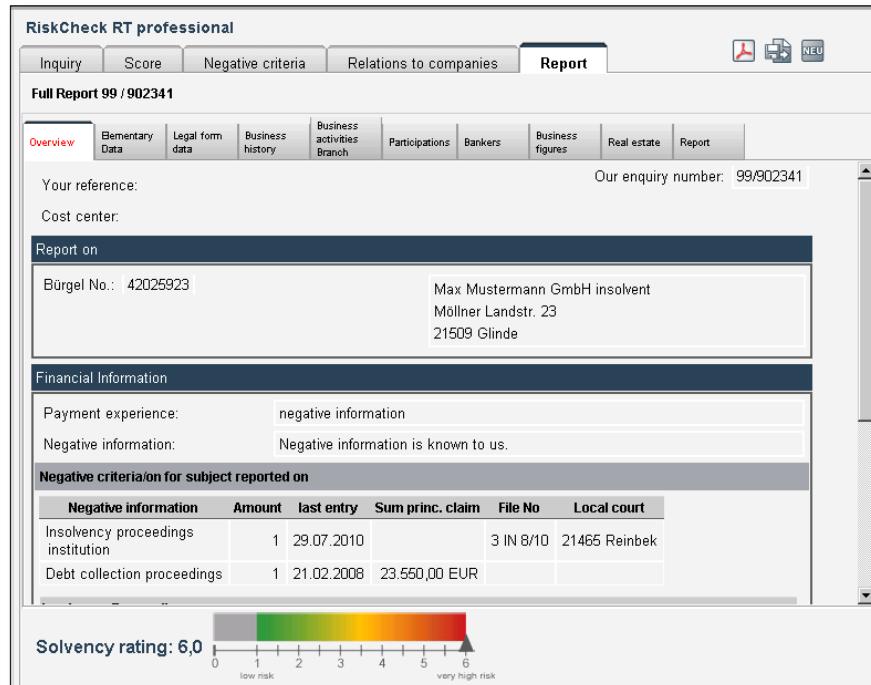


The screenshot shows the RiskCheck RT professional interface. At the top, there are tabs for 'Inquiry', 'Score', 'Negative criteria', and 'Relations to companies', with 'Relations to companies' being the active tab. Below the tabs, the 'Inquiry number' is listed as 99/200379968. A section for 'Buergel number' shows '42025923'. Below this, company details for 'Max Mustermann GmbH' are listed: 'Max Mustermann GmbH', 'Möllner Landstr. 23', 'D-21509 Glinde', and 'Phone:'. A 'Display Full Report' button is present. At the bottom, a table lists companies with columns for 'NL', 'Name', 'Street', 'Postal code', and 'Locality'. The table contains two rows: 'Max Mustermann KG' with address 'Tannenweg 12', 'D-21465', and 'Reinbek', and 'Max Mustermann GmbH' with address 'Möllner Landstr. 23', 'D-21509', and 'Glinde'.

Online function for retrieving RiskCheck RealTime (RiskCheck) –
Information on companies and private individuals in Germany

Important note: **From this mask you have the possibility to retrieve a Full Report on these companies.**

Mark the requested company and click the button **Display Full Report** or make a double-click on the company. You then directly branch to the text report of the Full Report (see section 5.1.1.).



The screenshot shows the RiskCheck RT professional software interface. At the top, there are tabs for Inquiry, Score, Negative criteria, Relations to companies, and Report. The Report tab is selected. Below the tabs, there is a sub-menu with tabs for Overview, Elementary Data, Legal form data, Business history, Business activities Branch, Participations, Bankers, Business figures, Real estate, and Report. The Overview tab is selected. The main content area displays the following information:

Report on

Bürgel No.: 42025923	Max Mustermann GmbH insolvent
	Möllner Landstr. 23
	21509 Glinde

Financial Information

Payment experience: negative information

Negative information: Negative information is known to us.

Negative criteria/on for subject reported on

Negative information	Amount	last entry	Sum princ. claim	File No	Local court
Insolvency proceedings institution	1	29.07.2010		3 IN 8/10	21465 Reinbek
Debt collection proceedings	1	21.02.2008	23.550,00 EUR		

Solvency rating: 6,0

0 low risk 1 2 3 4 5 6 very high risk

Click the button **NEU** to make a new inquiry.

7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

7 Online functions for retrieving Con(sumer)Check RealTime (ConCheck) – Information on private individuals in Germany

In the field of consumer information in Germany BÜRGEL offers the product line ConCheck. The different ConCheck products vary in their information depth. For further information on the ConCheck products please refer to the corresponding product description.

Each risk is different – we have the suitable product

Segments and contents of the BÜRGEL report	Consumer Full Report	ConCheck RT basic ¹	ConCheck RT ¹	ConCheck RT jur./ [plus/move] ¹	Negative Check ¹
Name / communication data	✓	✓	✓	✓	✓
Conclusion	✓				
Personal data					
Date of birth	✓				
Marital status	✓				
Occupation	✓				
Function					
Participations	✓				
Financial situation					
Payment experiences	✓				
Negative criteria (amount / last entry)	✓		✓	✓	✓
Local Court/File no. of last entry				✓	✓
Real Estate					
Bankers					
Score (Note – supplementary text to score value)		✓	✓	✓	
Connection to German companies			✓	✓	
Address verification					
BÜRGEL database	✓	✓	✓	✓	✓
From external sources				[✓]	

¹ If available from BÜRGEL. In single cases BÜRGEL provides information on the function of the queried person and/or real estate and/or bankers.

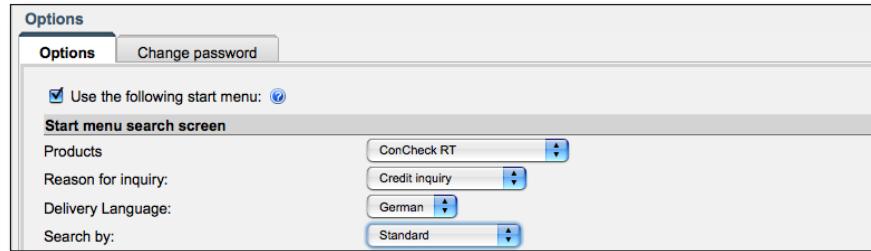
7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

7.1 Search for and inquiry on ConCheck Reports on private individuals in Germany

If you require up-to-date information on private individuals, please use the product line ConCheck.

The search screen *Inquiry* depends on the chosen product and the personal setting *Start setting search screen*.

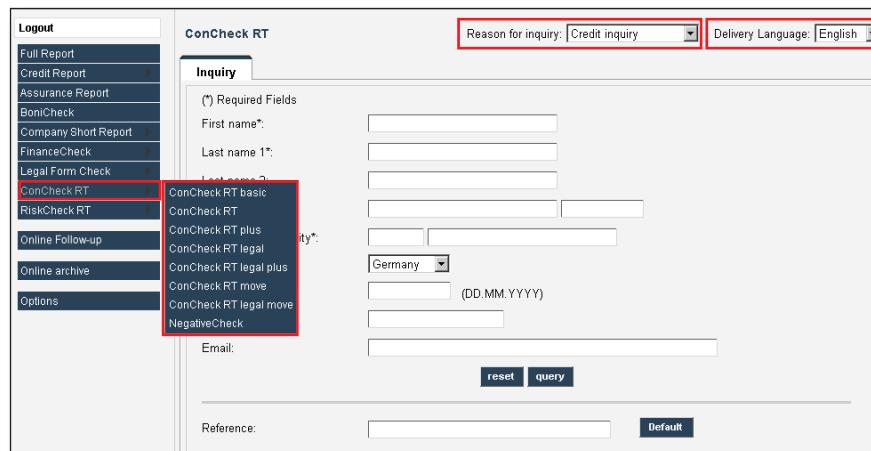


Before making an inquiry, please checked the settings *Reason for inquiry* and *Delivery language*.

By clicking the corresponding button, the segment opens.

Range of products

Here all of the products are displayed that were allocated by your competent BÜRGEL Agency. By clicking the left mouse button you can choose the requested ConCheck product.



Reason for inquiry

The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. You can choose from four reasons of inquiry.

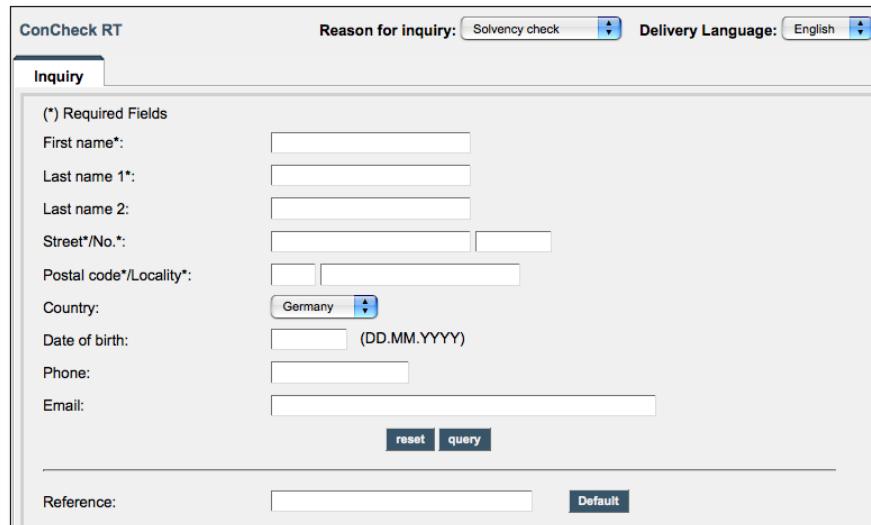
Delivery language

With this button you can set the delivery language.

7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

After choosing ConCheck RealTime in the product bar, the following inquiry screen appears:



ConCheck RT Reason for inquiry: Solvency check Delivery Language: English

Inquiry

(*) Required Fields

First name*:

Last name 1*:

Last name 2:

Street*/No.*:

Postal code*/Locality*:

Country:

Date of birth: (DD.MM.YYYY)

Phone:

Email:

Reference:

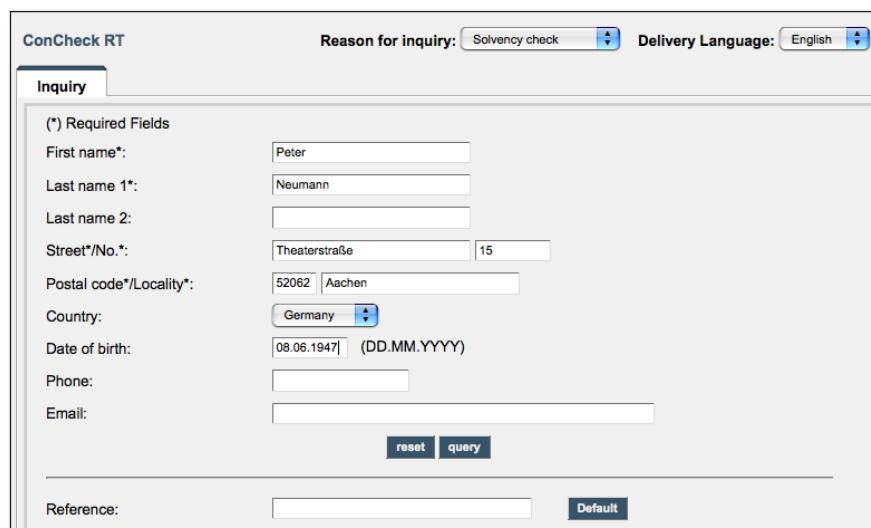
The mandatory fields for making an inquiry are marked with a star (*).

Important note:

The more fields are filled out (e.g. date of birth), the higher the hit accuracy. The field 'Reference' may be preset by an entry made by your competent BÜRGEL Agency.

With the button <reset> you can delete entries that were made manually. By clicking the button <Inquiry> the report is generated.

Example ConCheck RealTime



ConCheck RT Reason for inquiry: Solvency check Delivery Language: English

Inquiry

(*) Required Fields

First name*: Peter

Last name 1*: Neumann

Last name 2:

Street*/No.*: Theaterstraße 15

Postal code*/Locality*: 52062 Aachen

Country:

Date of birth: 08.06.1947 (DD.MM.YYYY)

Phone:

Email:

Reference:

On the monitor the product ConCheck shows the information elements by flags.

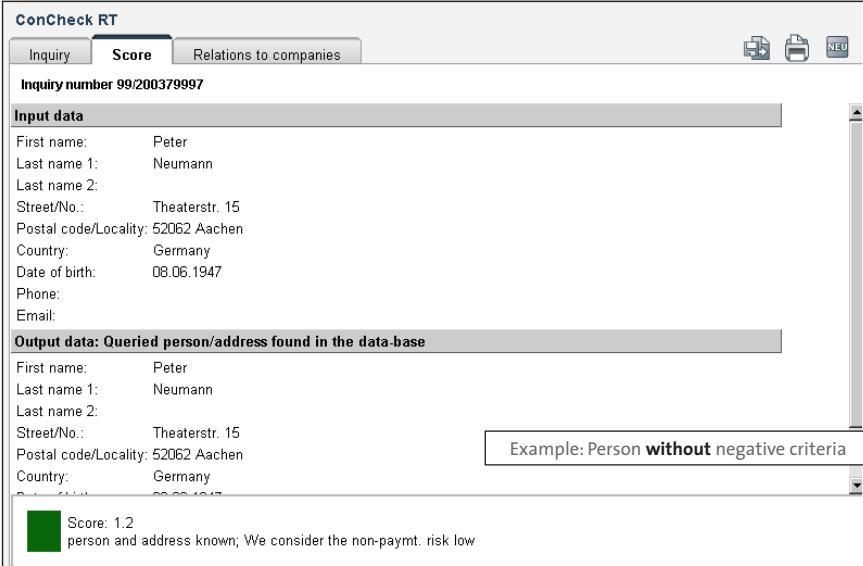
7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) – Information on private individuals in Germany

Score

For the person of your inquiry you receive a score value in accordance with the German school grade principles, ranging from 1,0 (very good solvency) to 6,0 (very poor solvency).

Depending on the requested ConCheck product, the result of the address plausibility check and address comparison is shown via the flag *'Score'* in the section *'Output data'*.



The screenshot shows the ConCheck RT software interface. At the top, there are tabs for 'Inquiry', 'Score' (which is selected), and 'Relations to companies'. Below the tabs, the 'Inquiry number' is listed as 99200379997. The 'Input data' section contains the following information:

First name:	Peter
Last name 1:	Neumann
Last name 2:	
Street/No.:	Theaterstr. 15
Postal code/Locality:	52062 Aachen
Country:	Germany
Date of birth:	08.06.1947
Phone:	
Email:	

The 'Output data: Queried person/address found in the data-base' section shows the same information as the input data, indicating a match. A note on the right says 'Example: Person **without** negative criteria'. At the bottom, a green box states 'Score: 1.2' and 'person and address known; We consider the non-paymt. risk low'.

BÜRGEL product legend

Address plausibility check: Checking of directory of towns and cities:
street, town/city, postal code

Address match (BÜRGEL database): INTERNAL address verification:
checking of first/last name, street, town/city, postal code

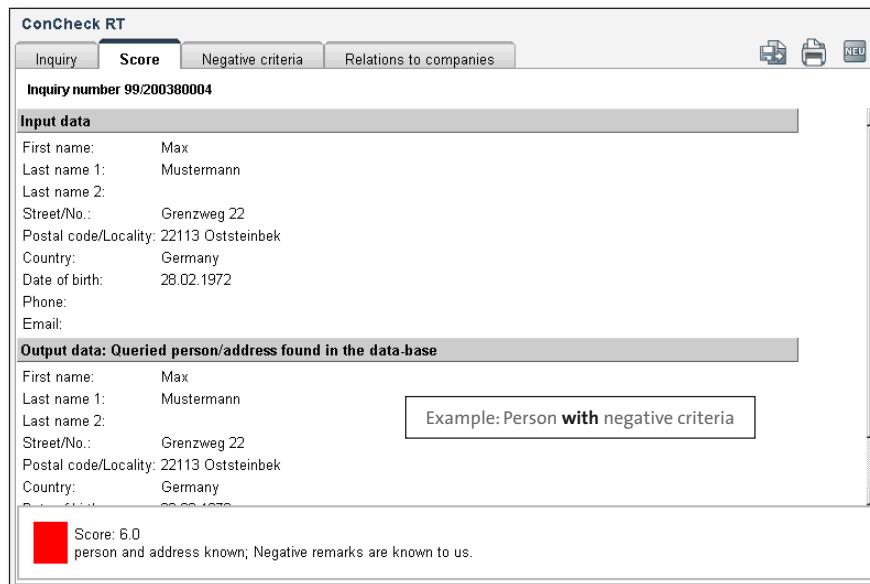
Addressmatch (external data-stock): EXTERNAL address verification:
checking of first/last name, street, town/city, postal code

7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) – Information on private individuals in Germany

Negative criteria

The information element is only displayed for the RiskCheck products, *advanced* and *professional* if negative criteria (e.g. debt collection procedures, titled claims, declarations in lieu of an oath, warrants for arrest, insolvency proceedings) exist.



ConCheck RT

Inquiry Score Negative criteria Relations to companies

Inquiry number 99/200380004

Input data

First name:	Max
Last name 1:	Mustermann
Last name 2:	
Street/No.:	Grenzweg 22
Postal code/Locality:	22113 Oststeinbek
Country:	Germany
Date of birth:	28.02.1972
Phone:	
Email:	

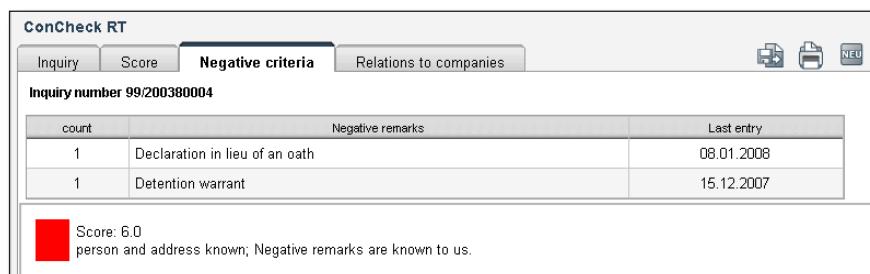
Output data: Queried person/address found in the data-base

First name:	Max
Last name 1:	Mustermann
Last name 2:	
Street/No.:	Grenzweg 22
Postal code/Locality:	22113 Oststeinbek
Country:	Germany
Score:	6.0

Score: 6.0
person and address known; Negative remarks are known to us.

Example: Person with negative criteria

For all ConCheck products with the additional specification *,jur.* we also state the local court as well as the file number of the last entry.



ConCheck RT

Inquiry Score Negative criteria Relations to companies

Inquiry number 99/200380004

count	Negative remarks	Last entry
1	Declaration in lieu of an oath	08.01.2008
1	Detention warrant	15.12.2007

Score: 6.0
person and address known; Negative remarks are known to us.

7

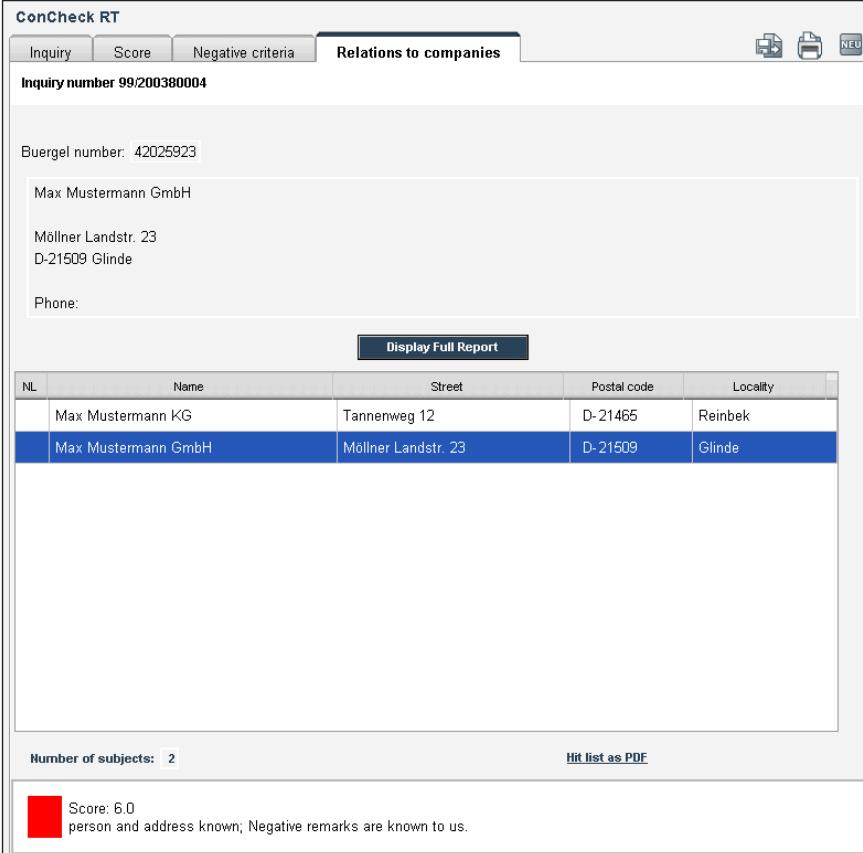
Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

Connections to companies

This information element appears if the person of your inquiry (unambiguous match) has one of the following connections to a company (e.g.):

- President /member of the board of directors
- President /member of the supervisory board
- Managing director
- Proprietor
- Personally liable partner
- Officer with a statutory authority

Example ConCheck RealTime



The screenshot shows the ConCheck RealTime interface. At the top, there is a navigation bar with tabs: Inquiry, Score, Negative criteria, and Relations to companies (which is highlighted). Below the tabs, the inquiry number is displayed as 99/200380004. The main content area shows the following details for a company connection:

Buergerl number: 42025923
Max Mustermann GmbH
Möllner Landstr. 23
D-21509 Glinde
Phone:

Below this, there is a "Display Full Report" button. A table follows, showing two entries:

NL	Name	Street	Postal code	Locality
	Max Mustermann KG	Tannenweg 12	D-21465	Reinbek
	Max Mustermann GmbH	Möllner Landstr. 23	D-21509	Glinde

At the bottom of the interface, there is a note: "Number of subjects: 2" and a link "Hit list as PDF". A red square icon with the number 6.0 is shown, indicating the score, with the text "Score: 6.0 person and address known; Negative remarks are known to us."

Important note:

From this mask you have the possibility to retrieve a Full Report on these companies.

Mark the requested company and click the button **Display Full Report** or make a double-click on the company. You then directly branch to the text report of the Full Report (see section 5.1.1.).

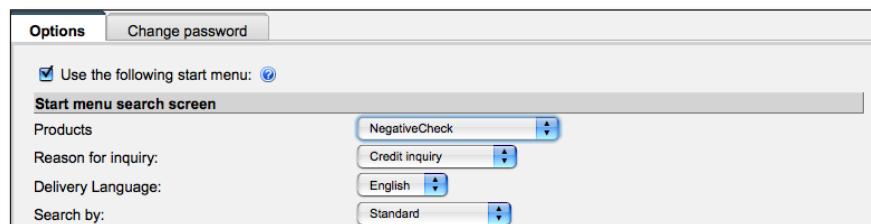
Click the button **NEU** to make a new inquiry.

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
 Information on private individuals in Germany

7.2 Search for and inquiry on NegativeCheck Reports on private individuals in Germany

NegativeCheck belongs to the product group ConCheck RealTime and exclusively contains the following negative information on private individuals in Germany: Declarations in lieu of an oath, warrants for arrest, insolvency proceedings and debt collection monitoring procedures (titled claims).

The search screen, *Inquiry* depends on the chosen products and the personal setting *Start setting search screen*.

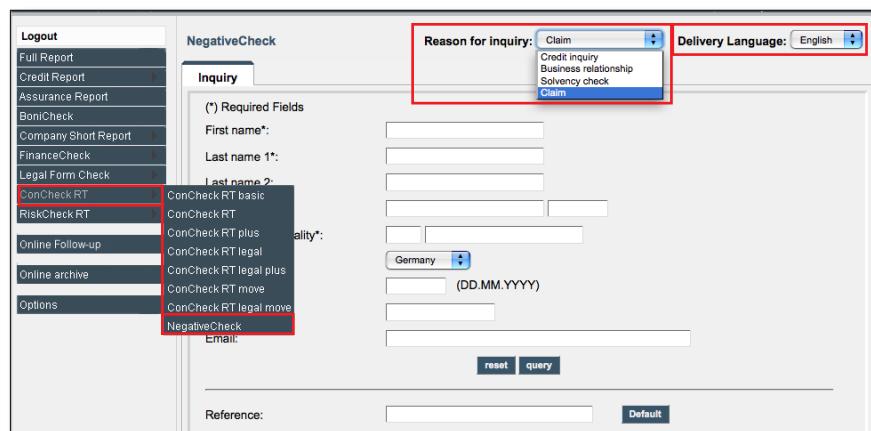


Before making an inquiry, please checked the settings *Reason for inquiry* and *Delivery language*.

By clicking the corresponding button, the segment opens.

Range of products

Here all of the products are displayed that were allocated by your competent BÜRGEL Agency. By clicking the left mouse button you can choose NegativeCheck from the ConCheck product line.



Reason for inquiry

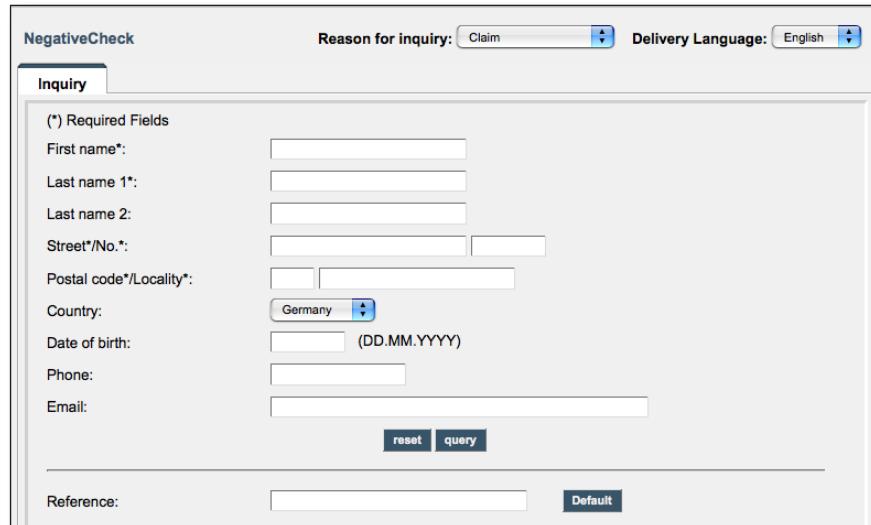
The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. You can choose from four reasons of inquiry.

Delivery language

With this button you can set the delivery language.

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) – Information on private individuals in Germany

After choosing NegativeCheck from the product bar, the following inquiry mask appears:



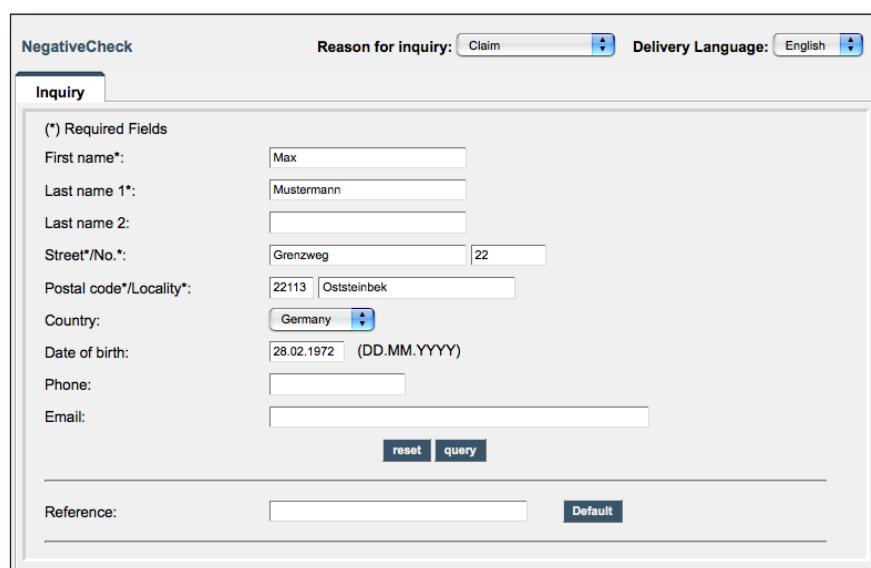
The mandatory fields for making an inquiry are marked with a star (*).

Important note:

The more fields are filled out (e.g. date of birth), the higher the hit accuracy. The field 'Reference' may be preallocated by an entry made by your competent BÜRGEL Agency.

With the button <reset> you can delete manually made entries. By clicking the button <Inquiry> the report is generated.

Example: NegativeCheck



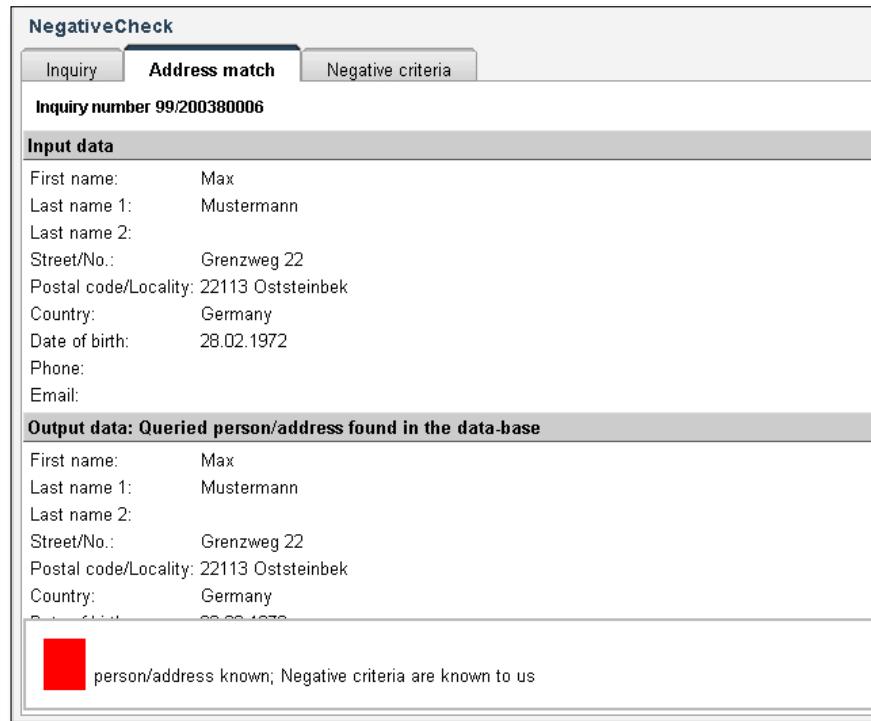
On the monitor the product NegativeCheck shows the information elements by flags.

7

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

Address match

The result of the address match with the BÜRGEL database is shown in the area ‚*Output data*‘.



NegativeCheck

Inquiry Address match Negative criteria

Inquiry number 99/200380006

Input data

First name: Max
Last name 1: Mustermann
Last name 2:
Street/No.: Grenzweg 22
Postal code/Locality: 22113 Oststeinbek
Country: Germany
Date of birth: 28.02.1972
Phone:
Email:

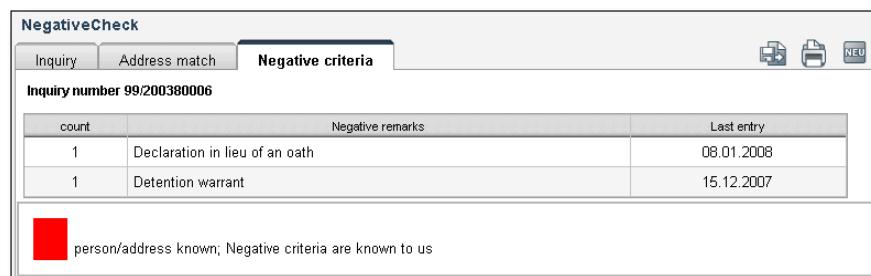
Output data: Queried person/address found in the data-base

First name: Max
Last name 1: Mustermann
Last name 2:
Street/No.: Grenzweg 22
Postal code/Locality: 22113 Oststeinbek
Country: Germany

 person/address known; Negative criteria are known to us

Negative criteria

This information element is only shown if significant negative criteria (e.g. declarations in lieu of an oath, warrants for arrest and insolvency proceedings) exist.



NegativeCheck

Inquiry Address match Negative criteria

Inquiry number 99/200380006

count	Negative remarks	Last entry
1	Declaration in lieu of an oath	08.01.2008
1	Detention warrant	15.12.2007

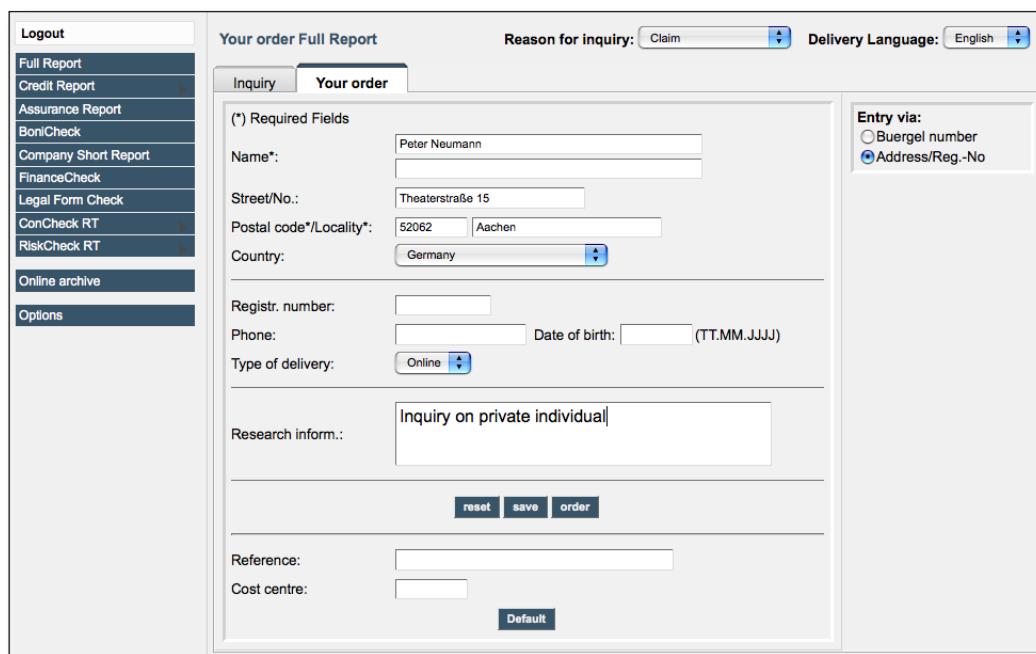
 person/address known; Negative criteria are known to us

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

7.3 Ordering Full Report on private individuals in Germany

NetConnect web also offers an option to order Full Report on private individuals. For the delivered reports BÜRGEL offers a 6-month monitoring service.

After selecting the Full Report in the product bar, the inquiry / order screen appears. Enter all information on a the person you have at hand in the flag 'Order' and make a remark in the research information field that your inquiry concerns a private individual.



Logout

Full Report

Credit Report

Assurance Report

BoniCheck

Company Short Report

FinanceCheck

Legal Form Check

ConCheck RT

RiskCheck RT

Online archive

Options

Your order Full Report

Reason for inquiry: Claim

Delivery Language: English

Inquiry Your order

(*) Required Fields

Name*: Peter Neumann

Street/No.: Theaterstraße 15

Postal code*/Locality*: 52062 Aachen

Country: Germany

Registr. number:

Phone: Date of birth: (TT.MM.JJJJ)

Type of delivery: Online

Inquiry on private individual

reset save order

Reference:

Cost centre: Default

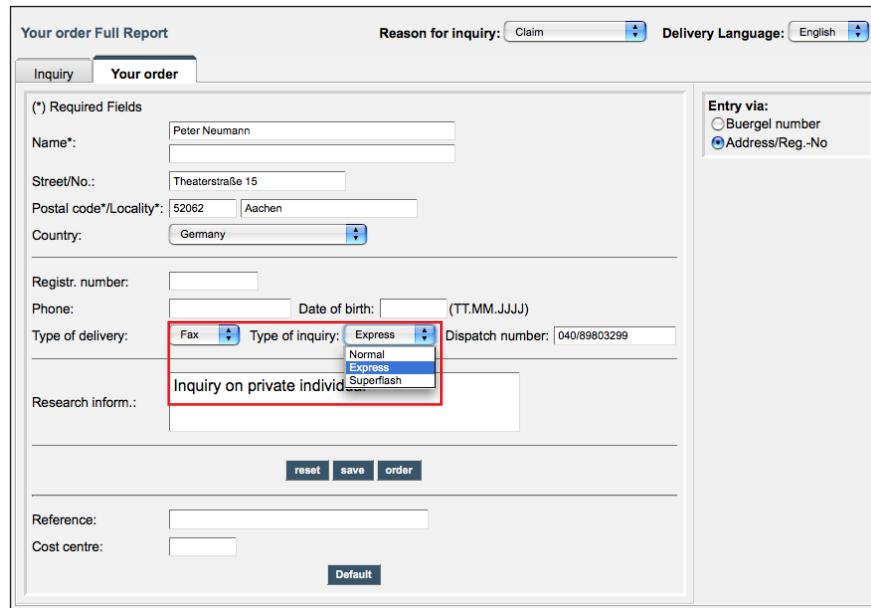
Entry via:

Buergel number

Address/Reg.-No

Online functions for retrieving Con(sumer)Check RealTime (ConCheck) –
Information on private individuals in Germany

By clicking the button <Order> a research order on the requested person is activated.
A confirmation message appears.



Your order Full Report

Reason for inquiry: Claim

Delivery Language: English

Inquiry Your order

(*) Required Fields

Name*: Peter Neumann

Street/No.: Theaterstraße 15

Postal code*/Locality*: 52062 Aachen

Country: Germany

Registr. number:

Phone: Date of birth: (TT.MM.JJJJ)

Type of delivery: Fax Type of inquiry: Express Express Normal Superflash

Dispatch number: 040/89803299

Inquiry on private individ...

Research inform.:

reset save order

Reference:

Cost centre:

Default

Entry via:
 Buergel number
 Address/Reg.-No

With the button <reset> you can delete manually made entries.

7.4 Printing ConCheck Reports on private individuals in Germany

By clicking the button  you can print the complete report from any page within the ConCheck Report.

7.5 Exporting ConCheck Reports on private individuals in Germany

By clicking the button  in the ConCheck Reports you can export the complete report from any page within the report.

Online functions for inquiries on international reports

8 Online functions for inquiries on international reports

Via **NetConnect web** you can retrieve online or order commercial information (product: Full Report) on companies located abroad. Depending on the country you will receive the reports by fax, e-mail or online.

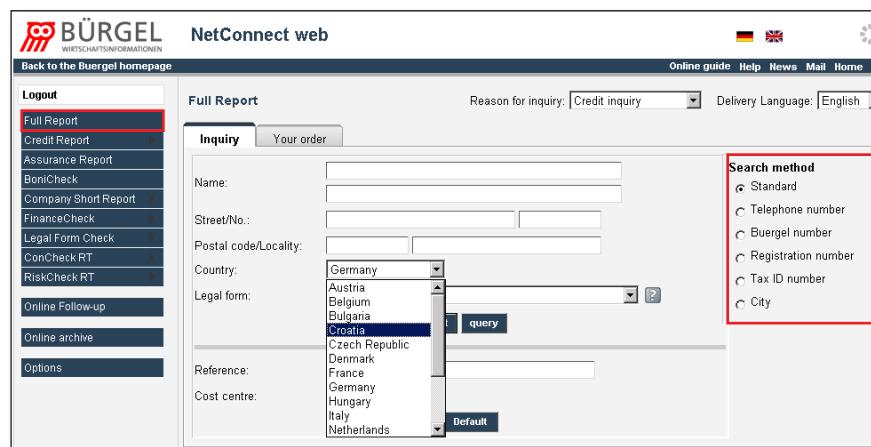
8.1 Online search for and inquiry on international reports

From the following European countries you can retrieve Full Reports on companies online:

European countries	Austria, Belgium, Bulgaria, Croatia, Czech Republic, Estonia, France, Latvia, Lithuania, Montenegro, Netherlands, Poland, Romania, Russian Federation, Serbia, Slovakian Republic, Slovenia, Switzerland, Ukraine United Kingdom and Hungary
All further European countries and overseas	Reports from all other European countries and overseas are not available online, however, can be ordered via NetConnect (see Chapter 8.3.) and delivered via NetConnect online Archive.

Range of products

Here all of the products are displayed that were allocated by your competent BÜRGEL Agency. With a click of the left mouse button you can choose the product Full Report and change the setting in the field "Search method" to Name/address.



The screenshot shows the NetConnect web interface for searching full reports. The left sidebar has a menu with 'Full Report' highlighted. The main search form is titled 'Full Report' and includes fields for 'Name', 'Street/No.', 'Postal code/Locality', 'Country' (with a dropdown menu showing 'Germany', 'Austria', 'Belgium', 'Bulgaria', 'Croatia', 'Czech Republic', 'Denmark', 'France', 'Germany', 'Hungary', 'Italy', and 'Netherlands'), 'Legal form', 'Reference', and 'Cost centre'. To the right of the search form is a 'Search method' dropdown menu with the following options: Standard (selected), Telephone number, Buergel number, Registration number, Tax ID number, and City. The 'Search method' dropdown is also highlighted with a red box.

Online functions for inquiries on international reports

Reason for inquiry The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. With a click of the left mouse button you can choose one of the four reasons of inquiry.

Delivery language In the following countries the online reports are currently available in the following delivery languages:

Austria, France, Spain, Switzerland and all other countries except for the ones mentioned below	German, English, Spanish, French, Italian
Belgium, Netherlands	German, English, French
Great Britain	only English
Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Montenegro, Poland, Romania, Russia, Serbia, Slovakia, Slovenia, Ukraine, Hungary	German, English

By clicking the left mouse button you can set the request delivery language.

Dialog language
 

NetConnect web offers German as well as English as a dialog language. With a click of the left mouse button you can select a language.

Important note:

Only after making this allocation, the drop-down-list “Country” can be opened!

Online functions for inquiries on international reports

Country

Germany	▼
Austria	
Belgium	
Bulgaria	
Croatia	
Czech Republic	
Denmark	
France	
Germany	▼
Hungary	
Italy	
Netherlands	
Poland	
Portugal	
Slovakian Republic	
Slovenia	
Switzerland	
United Kingdom	

With the aid of the arrow keys, the scrollbar and/or by entering the first letter of the country you can select the requested country. Confirm your entry with a mouse-click or with Enter.

Then enter the company data into the given fields. For searching we recommend to state the company name as well as the city.

Confirm your entry by clicking the button **<search>**.

Upon entry of the requested company you receive a *'List of hits from online search'*. By clicking the button **<reset>** you can delete manually made entries in the search screen *'Inquiry'* again.

Full Report		Reason for inquiry: <input type="button" value="Credit inquiry"/>	Delivery Language: <input type="button" value="English"/>																																				
<input type="button" value="Inquiry"/> <input type="button" value="List of hits from online search"/> <input type="button" value="Your order"/>																																							
Buergel number:		Prepare report for later processing <input type="checkbox"/>																																					
KREDITSCHUTZVERBAND VON 1870 WAGENSEILGASSE 7 A-1120 WIEN																																							
Phone:																																							
<input type="button" value="new inquiry"/> <input type="button" value="order full report"/> <input type="button" value="Report Info"/>																																							
<table border="1"> <thead> <tr> <th>Name</th> <th>Street</th> <th>Postal code</th> <th>Locality</th> </tr> </thead> <tbody> <tr><td>FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>ZELINKAGASSE 10LIEGENSCHAFTSVE RWALTUNG GMBH</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>KSV1870 FORDERUNGSMANAGEMENTGM BH</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>KSV1870 HOLDING AG</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>KSV1870 INFORMATION GMBH</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>GOLFCLUB KSV SIEMENS - EINEGOL FINITIATIVEN DERMITARBEITERINNE</td><td>SIEMENSSTRASSE 90-92</td><td>A-1210</td><td>WIEN</td></tr> <tr><td>KREDITSCHUTZVERBAND VON 1870</td><td>WAGENSEILGASSE 7</td><td>A-1120</td><td>WIEN</td></tr> <tr><td>KULTUR UND SPORTVEREIN DERBEDI ENSTETEN DER WIENERLINIEN</td><td>ERDBERGERSTRASSE 202</td><td>A-1031</td><td>WIEN</td></tr> </tbody> </table>				Name	Street	Postal code	Locality	FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN	ZELINKAGASSE 10LIEGENSCHAFTSVE RWALTUNG GMBH	WAGENSEILGASSE 7	A-1120	WIEN	KSV1870 FORDERUNGSMANAGEMENTGM BH	WAGENSEILGASSE 7	A-1120	WIEN	KSV1870 HOLDING AG	WAGENSEILGASSE 7	A-1120	WIEN	KSV1870 INFORMATION GMBH	WAGENSEILGASSE 7	A-1120	WIEN	GOLFCLUB KSV SIEMENS - EINEGOL FINITIATIVEN DERMITARBEITERINNE	SIEMENSSTRASSE 90-92	A-1210	WIEN	KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN	KULTUR UND SPORTVEREIN DERBEDI ENSTETEN DER WIENERLINIEN	ERDBERGERSTRASSE 202	A-1031	WIEN
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FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN																																				
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KSV1870 FORDERUNGSMANAGEMENTGM BH	WAGENSEILGASSE 7	A-1120	WIEN																																				
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KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN																																				
KULTUR UND SPORTVEREIN DERBEDI ENSTETEN DER WIENERLINIEN	ERDBERGERSTRASSE 202	A-1031	WIEN																																				
Number of subjects: <input type="text" value="16"/>																																							

In order to view the requested company please select the corresponding entry (with arrow keys or by single mouse click).

With the button **<order Full Report>** direct branching from here to the order screen is possible.

The button **new inquiry** leads to the search screen of your inquiry.

The button **<report info>** serves for initialization of the report; in order to generate the report, click the button **order full report** which appears after the initialization (s. A. immediate report generation).

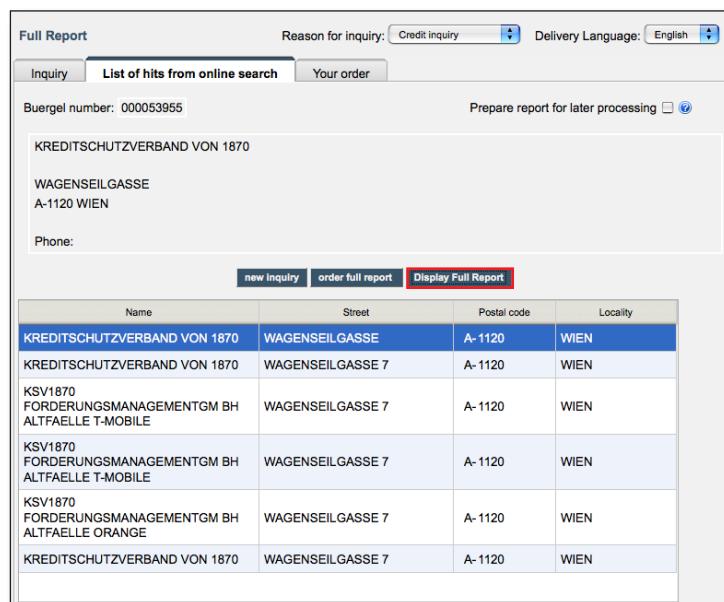
Online functions for inquiries on international reports

In general, you have two possibilities for report generation:

- A) Immediate report generation**
- B) Preparation of the report for later processing**

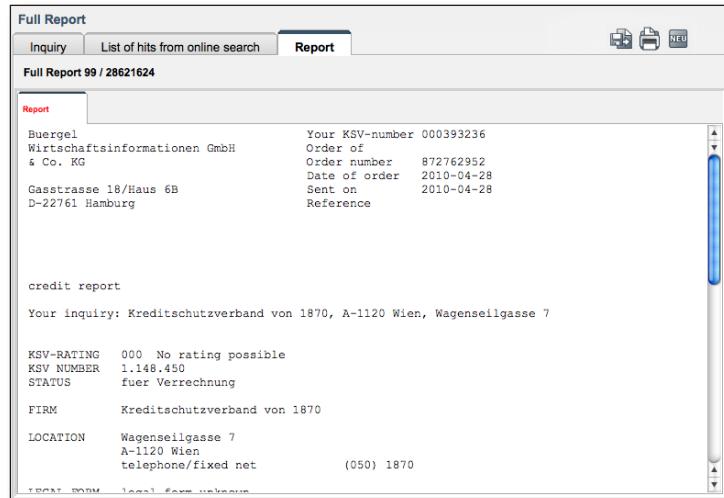
A) Immediate report generation

In order to generate a Full Report make a single click on the button **<report info>** or double-click the mouse button. To generate the report then click on the button **<order Full Report>**.



The screenshot shows the 'Full Report' interface. At the top, there are dropdown menus for 'Reason for inquiry' (Credit inquiry) and 'Delivery Language' (English). Below this is a navigation bar with 'Inquiry', 'List of hits from online search' (which is selected), and 'Your order'. A text input field shows 'Buergel number: 000053955'. To the right is a checkbox for 'Prepare report for later processing' with a link. The main content area displays search results for 'KREDITSCHUTZVERBAND VON 1870' at 'WAGENSEILGASSE A-1120 WIEN'. Below this is a 'Phone:' field. At the bottom is a table with columns 'Name', 'Street', 'Postal code', and 'Locality'. The table contains several entries for 'KREDITSCHUTZVERBAND VON 1870' at 'WAGENSEILGASSE 7' with 'A-1120' and 'WIEN' in the other columns.

Depending on the country the format of the foreign reports may differ.



The screenshot shows a detailed report for 'Full Report 99 / 28621624'. The top navigation bar includes 'Inquiry', 'List of hits from online search', and 'Report' (which is selected). The report header includes the number and a date. The main content area is titled 'Report' and contains several sections of text and tables. The first section is 'Report' with details about the inquiry. The second section is 'credit report' with a note about the inquiry being for 'Kreditschutzverband von 1870'. The third section is 'KSV-RATING' with a note that rating is not possible. The fourth section is 'KSV NUMBER' with the value '1.148.450'. The fifth section is 'STATUS' with the value 'fuer Verrechnung'. The sixth section is 'FIRM' with the value 'Kreditschutzverband von 1870'. The seventh section is 'LOCATION' with the value 'Wagenseilgasse 7 A-1120 Wien telephone/fixed net (050) 1870'. At the bottom, there are buttons for 'TEXT' and 'PDF'.

Online functions for inquiries on international reports

For a new inquiry please click the button **NEU**.

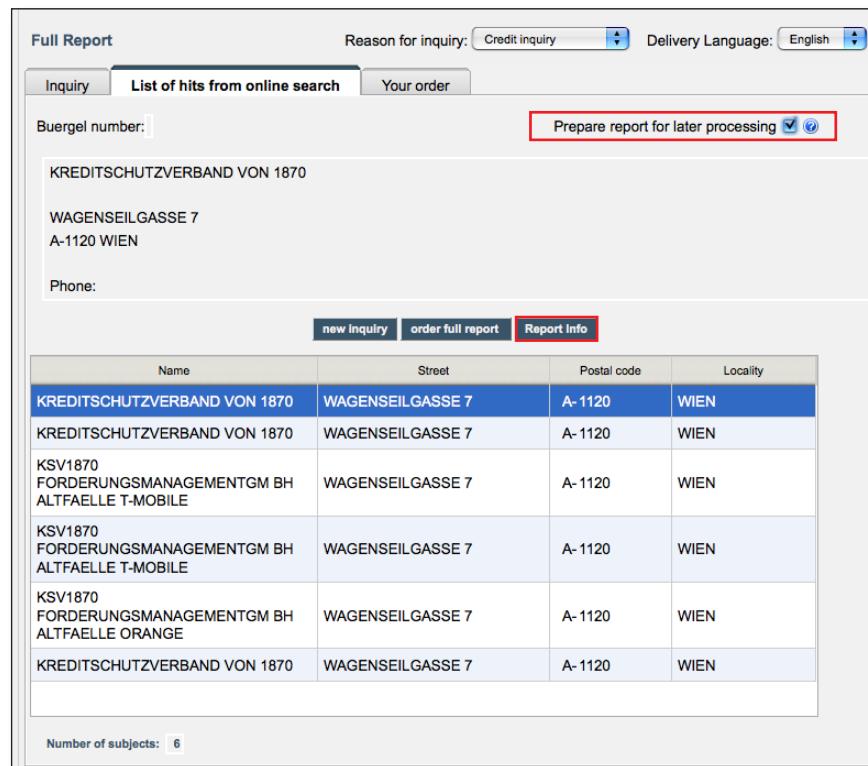
Important note: **Subsequently the setting of the country is automatically preallocated with „Germany“.**

If the inquiry on the requested company does not lead to a result or if the generation of the report was refused, you have the possibility to order an international report.

By confirming with **“Yes”** you are directly redirected to the filled out order screen. If you click **“No”** you return to the **,Online list of hits‘**.

B) Preparation of the report for later processing

In this case mark the check box **,Prepare report for later processing‘** and click the button **<report info>**.



The screenshot shows the BÜRGEL software interface for generating reports. At the top, there are tabs for 'Full Report', 'Reason for inquiry: Credit inquiry', 'Delivery Language: English', and 'Inquiry' (which is selected). Below these are tabs for 'List of hits from online search' (selected) and 'Your order'. A search field 'Buergel number:' contains 'KREDITSCHUTZVERBAND VON 1870'. To the right of the search field is a checked checkbox 'Prepare report for later processing' with a red border. Below the search field, the search results are displayed in a table:

Name	Street	Postal code	Locality
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFAELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFAELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFAELLE ORANGE	WAGENSEILGASSE 7	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN

At the bottom of the table, it says 'Number of subjects: 6'. Below the table, there are buttons for 'new inquiry', 'order full report' (which is highlighted in red), and 'Report Info'.

Then click the button **order full report** for generation of the report.

Online functions for inquiries on international reports

Full Report Reason for inquiry: Credit inquiry Delivery Language: English

Inquiry List of hits from online search Your order

Buergel number: Prepare report for later processing

KREDITSCHUTZVERBAND VON 1870

WAGENSEILGASSE 7
A-1120 WIEN

Phone:

[new inquiry](#) [order full report](#) [Report info](#)

Name	Street	Postal code	Locality
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE ORANGE	WAGENSEILGASSE 7	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN

Number of subjects: 6

A confirmation message automatically appears. The report ordered by yourselves is ready to be fetched in the Online archive.

Logout

- [Full Report](#)
- [Credit Report](#)
- [Assurance Report](#)
- [BonCheck](#)
- [Company Short Report](#)
- [FinanceCheck](#)
- [Legal Form Check](#)
- [ConCheck RT](#)
- [RiskCheck RT](#)
- [Online Follow-up](#)
- [Online archive](#)
- [Options](#)

Full Report Reason for inquiry: Credit inquiry Delivery Language: English

Inquiry List of hits from online search Your order

(1270) Display not possible. Please order a report.

Buergel number: 000053955

KREDITSCHUTZVERBAND VON 1870

WAGENSEILGASSE
A-1120 WIEN

Phone:

[new inquiry](#) [order full report](#)

Name	Street	Postal code	Locality
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE T-MOBILE	WAGENSEILGASSE 7	A-1120	WIEN
KSV1870 FORDERUNGSMANAGEMENTGM BH ALTFÄELLE ORANGE	WAGENSEILGASSE 7	A-1120	WIEN
KREDITSCHUTZVERBAND VON 1870	WAGENSEILGASSE 7	A-1120	WIEN

By clicking on the mouse button [new inquiry](#) you immediately branch to the empty search screen, 'Inquiry' and can then start a new inquiry.

Important note:

Subsequently the setting of the country is automatically preallocated with 'Germany'.

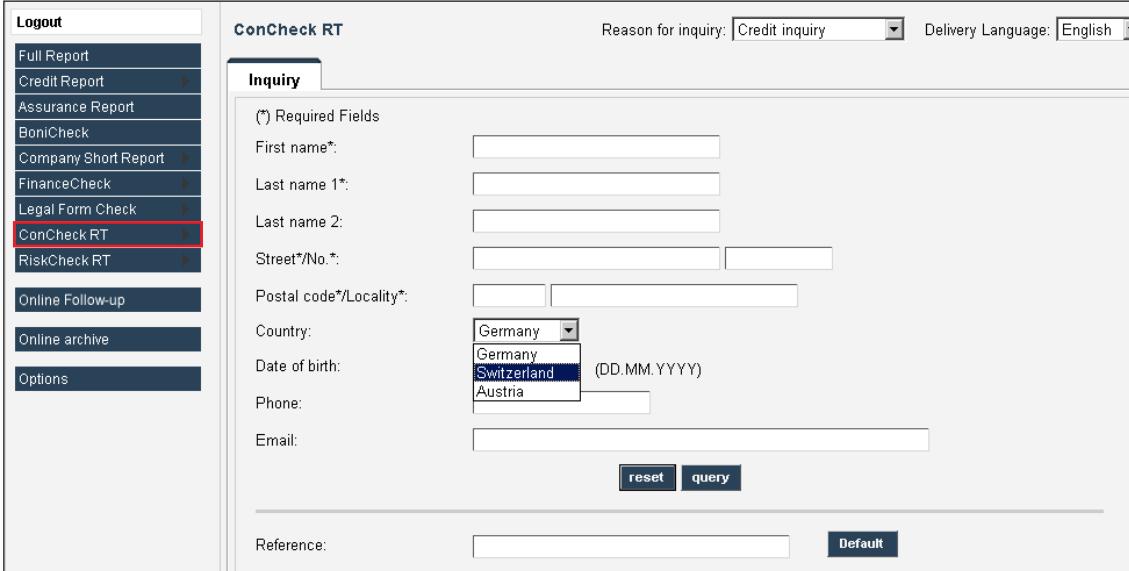
Online functions for inquiries on international reports

8.2 Online search for and inquiry on ConCheck Reports on private individuals in Austria and Switzerland

In the field of consumer information BÜRGEL also offers the product line ConCheck in Austria and Switzerland. The available ConCheck product differs from the ConCheck RealTime product as described in Chapter 7 in regard to origin of data and information depth. Your competent BÜRGEL Agency can provide you with further information.

Range of products

Here all of the products are displayed that were allocated by your competent BÜRGEL Agency. By clicking the left mouse button you can select the product ConCheck RT.



The screenshot shows a user interface for an inquiry system. On the left is a sidebar with a list of products: Logout, Full Report, Credit Report, Assurance Report, BoniCheck, Company Short Report, FinanceCheck, Legal Form Check, ConCheck RT (which is highlighted with a red box), RiskCheck RT, Online Follow-up, Online archive, and Options. The main area is titled 'ConCheck RT Inquiry'. It includes fields for 'First name*', 'Last name 1*', 'Last name 2', 'Street*/No.*', 'Postal code*/Locality*', 'Country' (set to Germany), 'Date of birth' (set to Switzerland), 'Phone', 'Email', and 'Reference'. There are 'reset' and 'query' buttons at the bottom. At the top, there are dropdowns for 'Reason for inquiry' (set to 'Credit inquiry') and 'Delivery Language' (set to 'English').

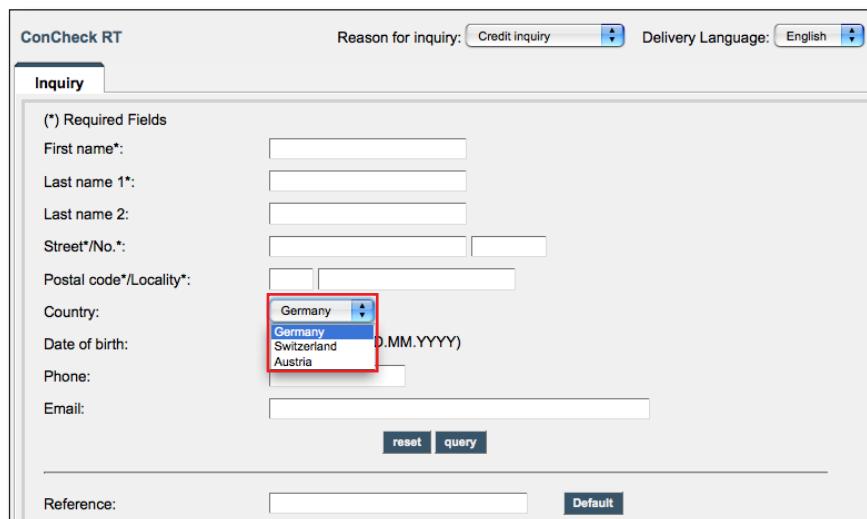
Reason for inquiry

The Federal Data Protection Act (BDSG) stipulates that the querying company must have legitimate interest. With a click of the left mouse button you can select one of the four reasons of inquiry.

Online functions for inquiries on international reports

Delivery language With this button you can set the delivery language.

Country In the inquiry screen select the country Austria or Switzerland.

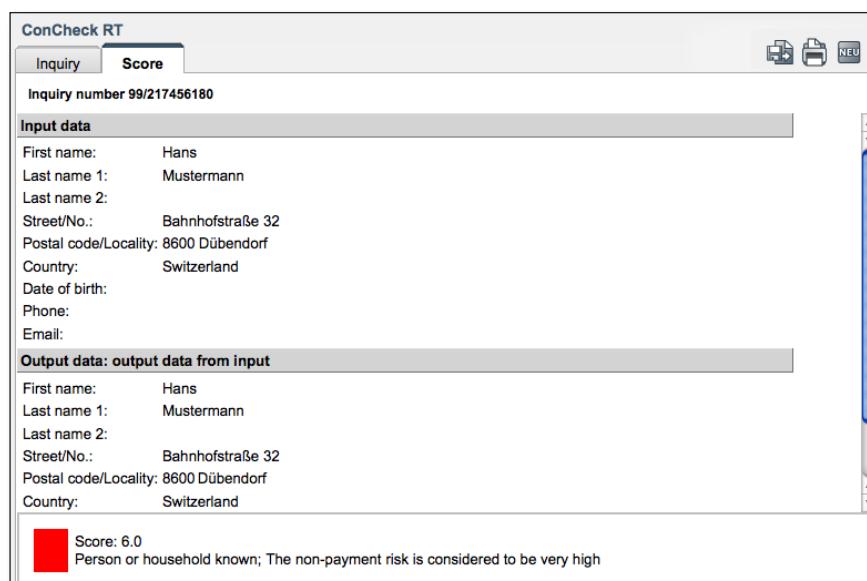


The screenshot shows the 'ConCheck RT' inquiry screen. At the top, there are dropdown menus for 'Reason for inquiry' (set to 'Credit inquiry') and 'Delivery Language' (set to 'English'). The main area is titled 'Inquiry' and contains fields for 'First name*', 'Last name 1*', 'Last name 2*', 'Street*/No.*', 'Postal code*/Locality*', 'Country' (with a dropdown menu open showing 'Germany', 'Germany', 'Switzerland', and 'Austria'), 'Date of birth', 'Phone', and 'Email'. Below these fields are 'reset' and 'query' buttons. At the bottom, there is a 'Reference' field and a 'Default' button.

Important note: The more fields are filled out (e.g. date of birth), the higher the hit accuracy. The field 'Reference' may be preallocated by an entry made by your competent BÜRGEL Agency.

With the button <reset> you can delete manual entries again. By clicking the button <Order> the report is generated.

Example ConCheck RT Switzerland



The screenshot shows the 'ConCheck RT' score screen. At the top, there are tabs for 'Inquiry' and 'Score' (which is selected). Below the tabs, it says 'Inquiry number 99/217456180'. The 'Input data' section contains fields for 'First name' (Hans), 'Last name 1' (Mustermann), 'Last name 2', 'Street/No.' (Bahnhofstraße 32), 'Postal code/Locality' (8600 Dübendorf), 'Country' (Switzerland), 'Date of birth', 'Phone', and 'Email'. The 'Output data: output data from input' section shows the same data. At the bottom, there is a red flag icon with the text 'Score: 6.0' and 'Person or household known; The non-payment risk is considered to be very high'.

On the monitor the information elements for the products ConCheck are displayed by flags.

Online functions for inquiries on international reports

Score For the person of your inquiry you receive a score value in accordance with the German school grade principles, ranging from 1,0 (very good solvency) to 6,0 (very poor solvency).

Address match The result of address plausibility check and the address match is displayed in the flag ,*Score*' in the area ,*Output data*'.

8.3 Printing ConCheck Reports on private individuals in Austria and/or Switzerland

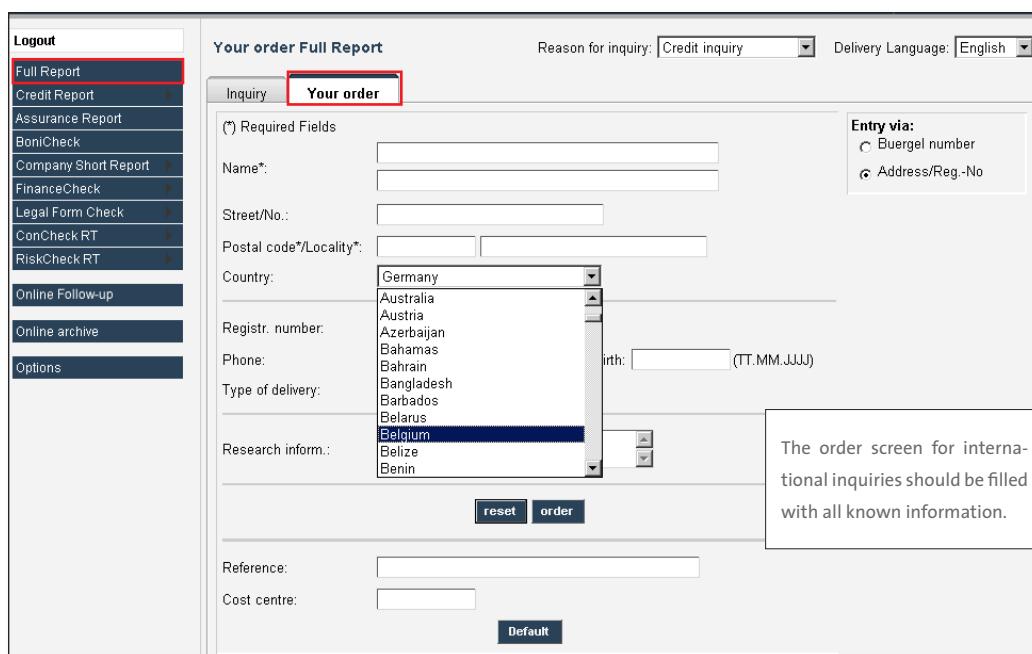
By clicking the button  you can print the complete report from any page within the ConCheck Report.

8.4 Exporting ConCheck Reports on private individuals in Austria and Switzerland

By clicking the button  in the ConCheck Report you can export the complete report from any page within the report.

8.5 Ordering international reports

First choose the product “**Full Report**” in the left navigation bar. Following a click on the flag ,*Order*‘ the order screen opens.



The order screen for international inquiries should be filled with all known information.

Online functions for inquiries on international reports

With the aid of the arrow keys, the scrollbar and/or by entering the first letter of the country you can select the requested country. Confirm the entry with a mouse click or with Enter.

Important note: **In the research information field you have the possibility to enter further information or special remarks.**

The fields, *Type of delivery* and for the type of delivery Telefax, email, *Type of inquiry* can be changed. If, *Telefax* e-mail address is selected the fax number from your customer data or <Options> is suggested. This can also be changed.

Type of delivery:	Fax	Type of inquiry:	Express	Dispatch number:	040/89803-259
-------------------	-----	------------------	---------	------------------	---------------

As soon as the mask has been filled out a Full Report is generated by clicking the button <Order>.

A confirmation message appears.



Important note: **Subsequently the setting of the country is automatically preallocated with "Germany". Reports that were ordered with the *Type of delivery* Telefax, email are NOT ready to be fetched in the online archive.**

Note: Information on prices and delivery periods of the different countries are available at your competent BÜRGEL Agency.

8.6 Printing international reports

By clicking the button  you can print the complete report from any page within the international report.

8.7 Exporting international reports

By clicking the button  in the Full Report you can export the complete report from any page within the report.

Online functions for inquiries on international reports

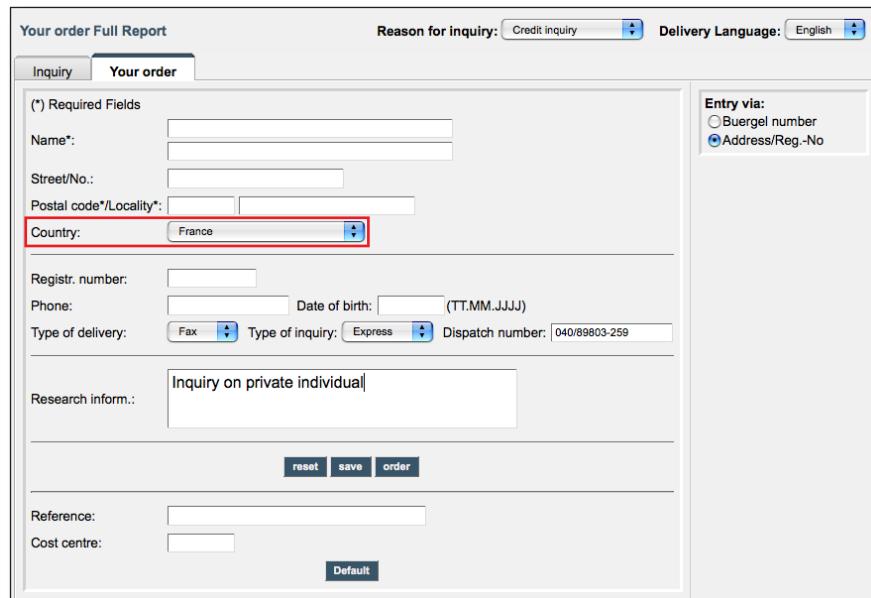
8.8 Ordering reports on private individuals abroad

Information on private individuals from the following European countries is currently available:

- France
- Italia
- Liechtenstein
- Luxembourg
- Netherlands
- Norway
- Austria
- Sweden
- Switzerland
- Spain

Important note: These report on private individuals can be ordered online, however, they are not available online!

For ordering reports on private individuals abroad, the contents as described in Chapter 7.3. apply, except for the selection of country.



Your order Full Report

Reason for inquiry: Credit inquiry Delivery Language: English

Inquiry Your order

(*) Required Fields

Name*:

Street/No.:

Postal code*/Locality*:

Country:

Registr. number:

Phone: Date of birth: (TT.MM.JJJJ)

Type of delivery: Type of inquiry: Dispatch number: 040/8903-259

Research inform.:

reset save order

Entry via:
 Bürgel number
 Address/Reg.-No

Reference:
Cost centre:
Default

Note: Information on prices and delivery periods of the different countries are available at your competent BÜRGEL Agency.

9

Online archive

9 Online archive

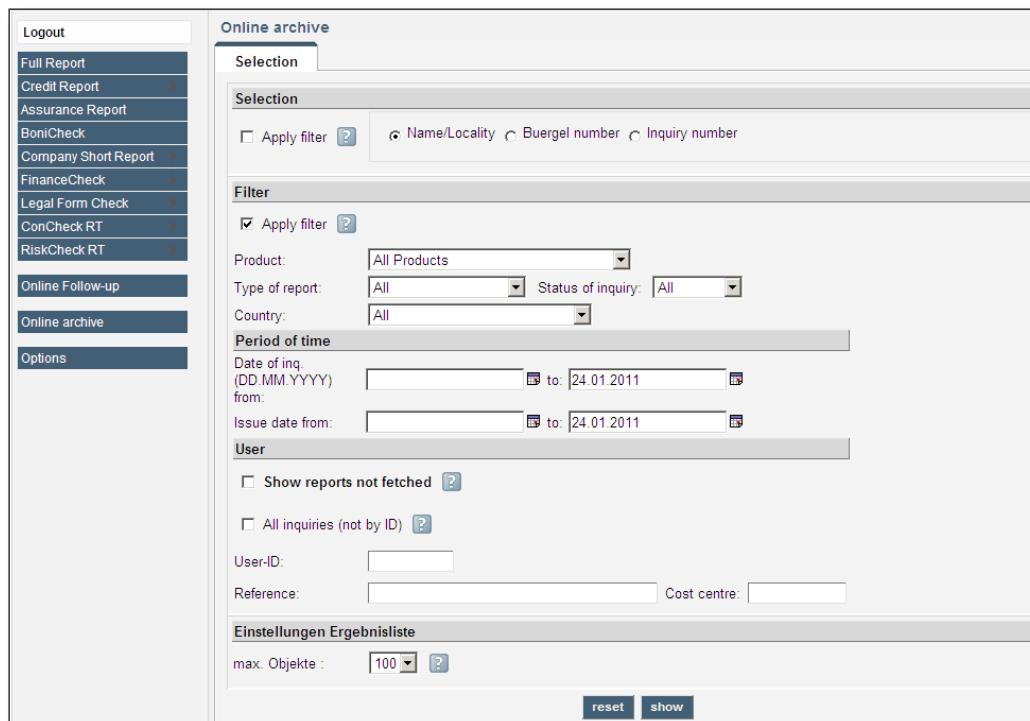
The Online archive forms a kind of “in-tray” for reports that have not yet been fetched on the one hand and serves as a database for already fetched reports on the other.

Reports that have not yet been fetched are, e.g.:

- Online reports ,*ONL*‘ (Full Reports) which can be requested via the function ,*Prepare report for later processing*‘
- Ordered online written reports ,*ONS*‘ (Full Reports, Credit Reports)
- Automatically generated online written reports ,*ONS*‘
- Delivered supplementary reports ,*ERG*‘
- Delivered supplements ,*NAC*‘

9.1 Searching reports in the online archive

From the left menu item Online archive you get to the selection ,*Online archive*‘.



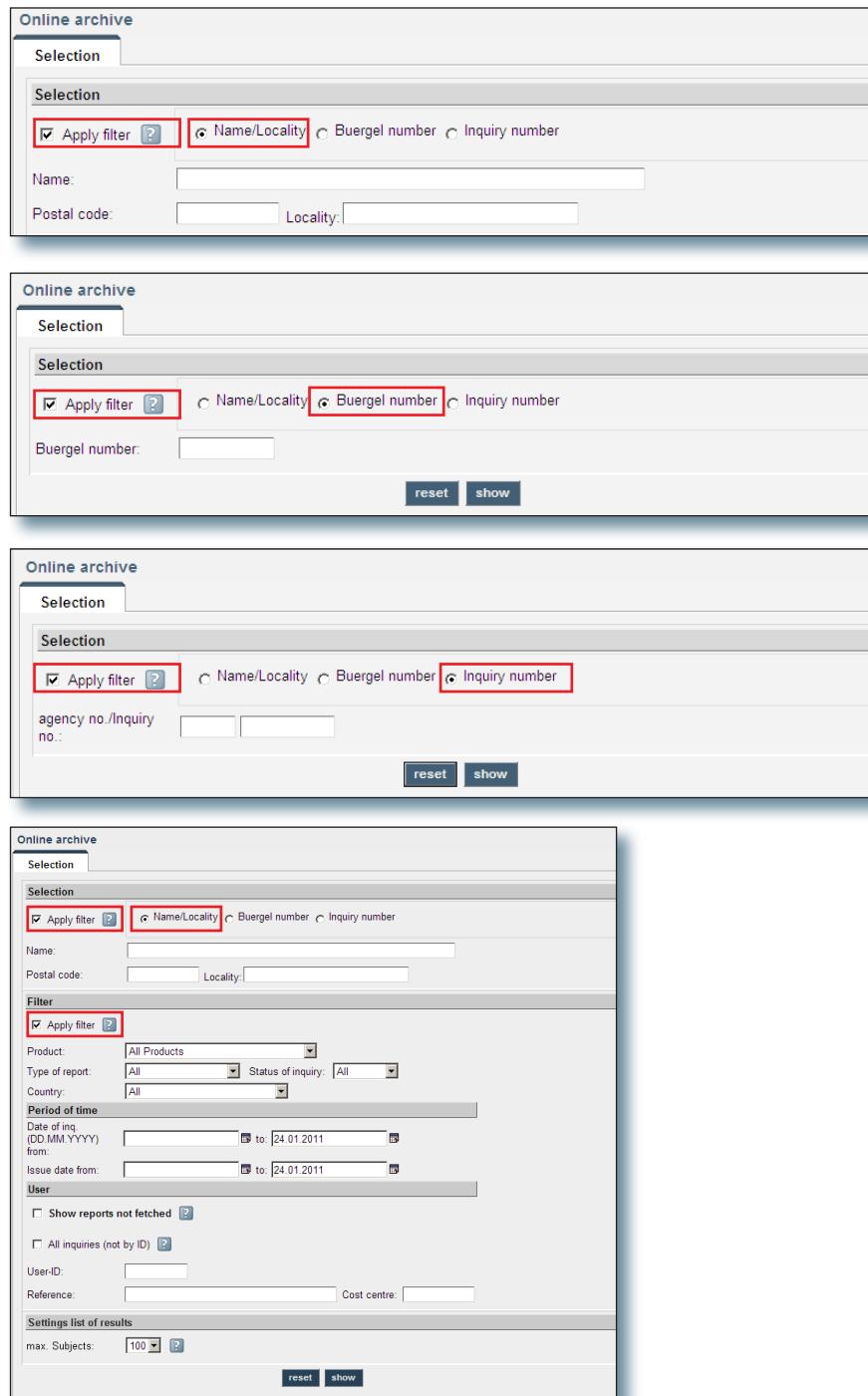
By applying different filtering and sorting criteria and by clicking the button **show** you can branch to the ,*Online list of hits*‘ in order to print, export and fetch reports or have them displayed.

By clicking the button **reset** you can delete manually made entries in the search screen ,*Online archive*‘ again.

Online archive

You can use different filters. Mark the checkbox **‘Apply filter’**. The filter allows you to search directly by name/town, the Bürgel no. or the inquiry no. A combination with further available limitations for the search via name/town is possible.

The following filter possibilities are available:



The figure consists of four screenshots of a web-based search interface for an 'Online archive'. Each screenshot shows a 'Selection' tab with a 'Selection' sub-tab. The 'Selection' sub-tab contains a checkbox for 'Apply filter' and three radio buttons: 'Name/Locality' (selected in the first three screenshots), 'Bürgel number', and 'Inquiry number'. Below these are fields for 'Name' and 'Postal code' (with a 'Locality' label) and a 'Bürgel number' field. In the fourth screenshot, the 'Selection' sub-tab is expanded to show additional filter options: 'Product' (set to 'All Products'), 'Type of report' (set to 'All'), 'Status of inquiry' (set to 'All'), 'Country' (set to 'All'), and a 'Period of time' section with date pickers for 'Date of inquiry from' and 'Issue date from'. Below the 'Selection' sub-tab are sections for 'User' (checkboxes for 'Show reports not fetched' and 'All inquiries (not by ID)'), 'Reference' (text fields for 'User-ID' and 'Reference'), and 'Cost centre' (text field). At the bottom are 'Settings list of results' (checkbox for 'max. Subjects' with a dropdown set to '100') and 'reset' and 'show' buttons.

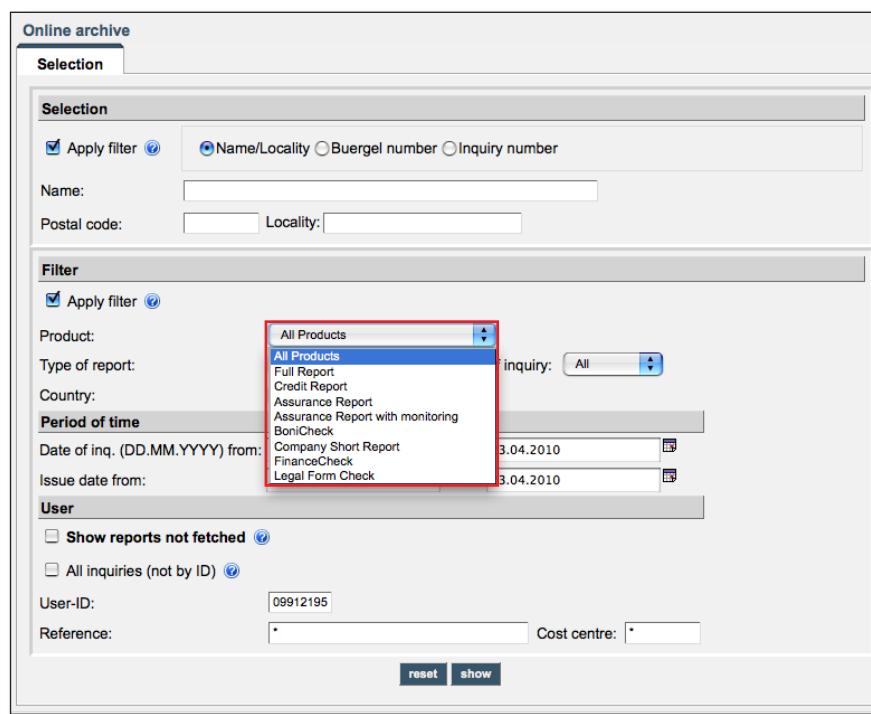
9

Online archive

Search and sorting criteria in the Online archive:

Product selection

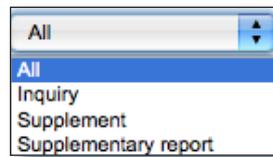
The search for all products is preset. If you use several BÜRGEL products you can limit the search to a certain product. Just click on the drop-down list field and choose the requested search criterion (by arrow key, enter key or mouse click).



The screenshot shows the 'Selection' tab of the 'Online archive' interface. The 'Product' dropdown menu is open, displaying a list of options: All Products, Full Report, Credit Report, Assurance Report, Assurance Report with monitoring, BoniCheck, Company Short Report, FinanceCheck, and Legal Form Check. The 'All Products' option is highlighted with a red box. Other fields in the form include 'Type of report' (dropdown with 'All' selected), 'Country' (dropdown with 'All' selected), 'Period of time' (dropdown with 'All' selected), 'Date of inq. (DD.MM.YYYY) from:' (text input '3.04.2010'), 'Issue date from:' (text input '3.04.2010'), 'User' (checkboxes for 'Show reports not fetched' and 'All inquiries (not by ID)'), 'User-ID' (text input '09912195'), 'Reference' (text input), 'Cost centre' (text input), 'reset' button, and 'show' button.

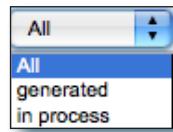
Type of report

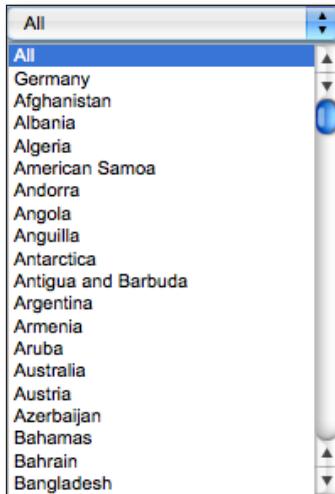
In the field Type of report a selection between Inquiry, Supplement, Supplementary Report and the presetting "All" is possible



Status of inquiry

A separate selection between (completed) generated inquiries and reports in process (being researched) is possible.



Country**Date of inquiry**

In the field ***Date of inquiry to*** the current date is preset, however can be changed. For the inquiry search you can enter a certain space of time or open the calendar by a pop-up.

Period of time	
Date of inq. (DD.MM.YYYY) from:	<input type="button" value=""/>
<input type="text" value=""/>	to: <input type="text" value="23.04.2010"/>
<input type="button" value=""/>	

Issue date

When searching on the basis of the issue date only complete inquiries are taken into consideration. By entering the data you retrieve all already delivered information for a certain date or space of time.

Issue date from:	<input type="button" value=""/>
<input type="text" value=""/>	to: <input type="text" value="23.04.2010"/>
<input type="button" value=""/>	

Show reports not fetched

<input type="checkbox"/>	Show reports not fetched	
--------------------------	---------------------------------	---

This is a special listing of inquiries which have not yet been processed or fetched. Just click on the check box. By removing the marking you receive a listing of all inquiries (fetched and not fetched).

All inquiries (not by ID)

<input type="checkbox"/>	All inquiries (not by ID)	
--------------------------	----------------------------------	---

With this function all inquiries pertaining to your BÜRGEL customer number are listed, irrespective of the ID. If this field is marked, the fields User-ID, Reference and Cost centre are automatically filled with a star (*) so all inquiries can be found. In order to additionally restrain search results these placeholders can be replaced if, e.g., the User-ID, reference and / or cost centre are known.

9

Online archive

User-ID

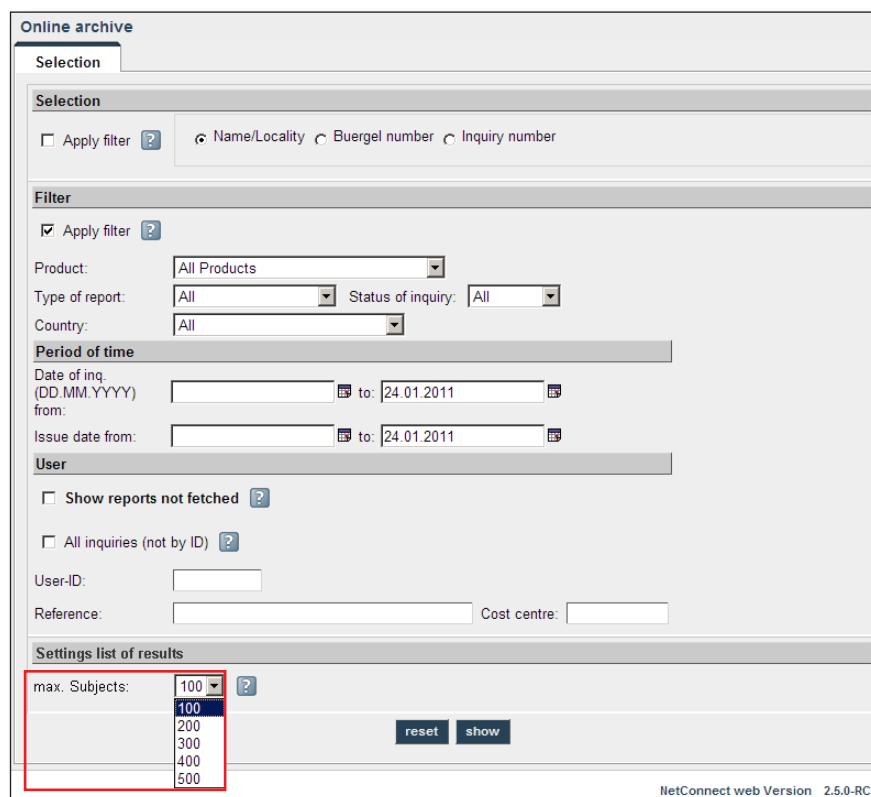
The User-ID used for login is preset. If you work with several User-IDs you can also have your reports displayed for each user. Just state the corresponding User-ID as a sorting criterion.

Reference and Cost centre

A reference generally used by yourselves as well as a cost centre for each User-ID can be preset by your competent BÜRGEL Agency. In spite of possible presettings these fields can be overwritten manually. If the reference or the cost centre are unknown you can conduct a wildcard search by entering a star (*). Search is then conducted irrespective of the reference and the cost centre.

Inquiry Search Service

The “Inquiry Search Service” enables you to variably arrange the number of requested results in the online archive list. One hundred to five hundred matches can be displayed. Please note that the response time increases depending on the extent of the archive list.



The screenshot shows the 'Online archive' search interface. The 'Settings list of results' section is highlighted with a red box around the 'max. Subjects' dropdown. The dropdown menu is open, showing the following options: 100, 200, 300, 400, and 500. The option '100' is currently selected. Below the dropdown are 'reset' and 'show' buttons. At the bottom right of the interface, the text 'NetConnect web Version 2.5.0-RC1' is visible.

9

Online archive

9.2 Online archive list

In accordance with the entered selection criteria you entered, the found inquiries are listed in the mask ‚**Online archive**‘ when you click on the button **«Show»**.

Online archive					
Selection		Online list of hits			
		OHL - Report	ONS/ONS* - Report for order	NAC - Monitoring	ERG - Supplementary report
	Möbelhaus Peter Neumann GmbH	99/489832	01.12.2010	01.12.2010	ONL Full Report
	Möbelhaus Peter Neumann GmbH	99/489721	24.06.2010	19.11.2010	NAC Credit Report with monitoring
	Möbelhaus Peter Neumann GmbH	99/489724	24.06.2010	18.11.2010	NAC Full Report
	Möbelhaus Peter Neumann GmbH	99/489721	24.06.2010	18.11.2010	NAC Credit Report with monitoring
	Möbelhaus Peter Neumann GmbH	99/489719	24.06.2010	18.11.2010	NAC FinanceCheck with monitoring
	Möbelhaus Peter Neumann GmbH	99/489721	24.06.2010	12.10.2010	NAC Credit Report with monitoring
	Möbelhaus Peter Neumann GmbH	99/489724	24.06.2010	24.06.2010	ONL Full Report
	Möbelhaus Peter Neumann GmbH	99/489723	24.06.2010	24.06.2010	ONS Full Report
	Möbelhaus Peter Neumann GmbH	99/489722	24.06.2010	24.06.2010	ONL Full Report
	Möbelhaus Peter Neumann GmbH	99/489721	24.06.2010	24.06.2010	ONS Credit Report with monitoring
	Möbelhaus Peter Neumann GmbH	99/489720	24.06.2010	24.06.2010	ONL Credit Report with monitoring
	Möbelhaus Peter Neumann GmbH	99/489719	24.06.2010	24.06.2010	ONL FinanceCheck with monitoring
Number of subjects: 12		Hit list as PDF		marked: 0 subjects	
back to the list of matches		Export		show	

You can process/mark all of the reports with the status ready for being fetched in the ‚**Archive list**‘. The reports that are not ready to be fetched cannot be selected.

In order to see the requested company please select the corresponding entry (single mouse click).The chosen company is then marked in blue. By clicking the button **«show»** or by double-clicking the left mouse button on the company the report is displayed. By clicking the button **«back to list of hits»** it is possible to go back to the search result list with the chosen report. The flag ‚**selection**‘ leads you back to the empty selection mask.

You have the possibility to individually adjust the archive list, by assorting the columns Name, Buergel Agency no./Inquiry no., Inquiry date, date of creation or Reference/Type of report/Product type alphabetically. By single mouse-click, e.g. on the column Name the system assorts all found companies alphabetically by name. You can see the sorting by the yellow arrow. If you roll over this arrow with the mouse its function is explained by a tool tip.

Important note:

If over 200 entries are shown, the archive list cannot be scrolled but only leafed through. It is prerequisite that the extent of the archive list has been set accordingly.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Subject 1 to 10 of a total of 300 shown																

10

Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

9.3 Exporting reports from the online archive

By clicking the button  in the corresponding report you can export the complete report from any page within the report.

Depending on the type of product, PDF versions of the reports can be retrieved from the list of hits in the online archive by clicking on the button **Export** in *Archive list*.



10 Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

In the online follow-up you are shown all full reports on German companies and individuals for which the monitoring service either will expire in the current month or has already expired last month.

10.1 Searching for inquiries in the Online Follow-up

The menu item <Online Follow-up> takes you to the template *Online Follow-up end of monitoring*. Here, with the help of different search and sorting criteria, you can create your *Online Follow-up list* (see Item 10.2) which will list all full reports for which the monitoring service has expired in the current month or in the last month. If you click on the <show> button, this list is displayed.

Search and sorting criteria in *Online Follow-up end of monitoring*

Follow-up

- [Logout](#)
- [Full Report](#)
- [Credit Report](#)
- [Assurance Report](#)
- [BonCheck](#)
- [Company Short Report](#)
- [FinanceCheck](#)
- [Legal Form Check](#)
- [ConCheck RT](#)
- [RiskCheck RT](#)
- [Online Follow-up](#)
- [Online archive](#)
- [Options](#)

NetConnect web

Online Follow-up

Online follow-up end of monitoring

Product:	Full Report
follow-up:	<input style="width: 100%; height: 25%; border: none; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; padding: 0; margin: 0;" type="button" value="Current month"/> <input style="width: 100%; height: 25%; border: none; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; padding: 0; margin: 0;" type="button" value="Current month"/> <input style="width: 100%; height: 25%; border: none; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; padding: 0; margin: 0;" type="button" value="Last month"/>
Selection list:	<input type="checkbox"/> re-ordered <input type="checkbox"/> postponed <input type="checkbox"/> all
Reference:	<input type="text"/>
Cost centre:	<input type="text"/>
User-ID:	<input type="text"/>
All inquiries (not by ID)	<input type="checkbox"/>
<input style="width: 40px; height: 20px; border: 1px solid #0070C0; border-radius: 5px; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; padding: 0; margin: 0;" type="button" value="reset"/> <input style="width: 40px; height: 20px; border: 1px solid #0070C0; border-radius: 5px; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; padding: 0; margin: 0;" type="button" value="show"/>	

Here you can decide whether the full reports for which the monitoring has ended in the current month are shown or those for which the monitoring has ended during the previous month.

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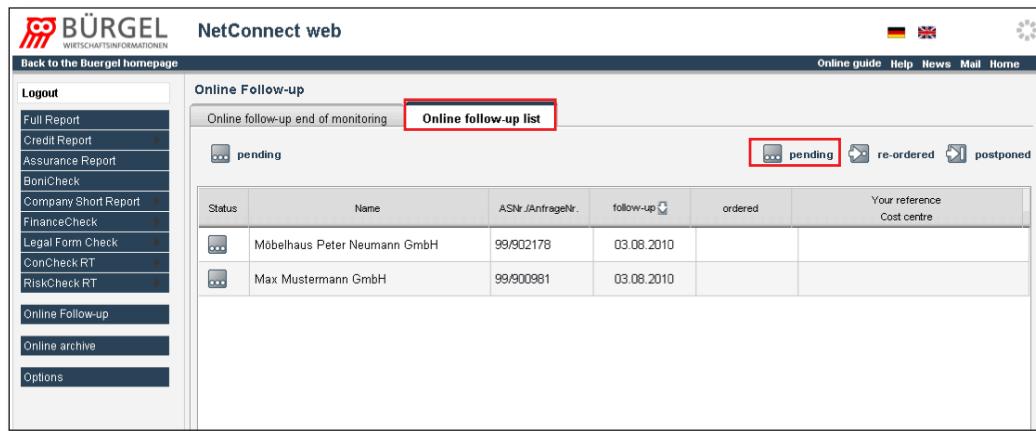
Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

Selection List	Via this checkbox you may compile your ' <i>Online Follow-up list</i> ' according to the status of processing. The following criteria are at your disposal: <ul style="list-style-type: none">• Pending inquiries: All full reports with end of monitoring service which have not yet been processed by you.• Re-ordered reports: All full reports with end of monitoring service whose monitoring service has been prolonged due to new ordering.• Postponed orders: In the follow-up list you have the possibility to postpone inquiries. When activating this field, you are shown all inquiries of the '<i>Online Follow-up list</i>' which you do not wish to re-order now or in future.• All: You are shown all reports in the follow-up list irrespective of their status.
Reference and Cost Centre	A reference which is constantly used by you as well as a required cost centre per User ID can be preset by your BÜRGEL agency. The fields can, however, be overwritten manually inspite of possibly existing presettings. Should the reference or the cost centre not be known to you, you can effect a wild card search by entering an asterisk (*). The search will then be effected independently from the reference and cost centre.
User-ID	Preset is the User ID from the registration. If you work with several user IDs, you can display your reports also per user. Just enter the UserID as search criterion.
All inquiries (irrespective of ID)	With the help of this function all inquiries for your BÜRGEL client number can be listed, irrespective of ID. Once this field has been marked, the lines for reference, cost centre and UserID are automatically overwritten with an asterisk (*) so that all inquiries are found. These wild card characters can be overwritten if e.g. the reference, the cost centre and/or the user ID are known, in order to further limit the search. By clicking on the <reset> button you can clear manually entered data in the search template, ' <i>Online Follow-up end of monitoring</i> '.
Important Note:	Each monthly list of the online follow-ups is held at your disposal for a period of two months. In the following month, the current list is moved to the follow-up, 'last month'.

Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

10.2 Online Follow-up List

If you click on the button **<view>** in the template **,Online Follow-up list‘**, you will be shown the full reports found, in accordance with the search or sorting criteria entered in the template **,Online Follow-up end of monitoring‘**.



Status	Name	ASNr./AnfrageNr.	follow-up	ordered	Your reference Cost centre
	Möbelhaus Peter Neumann GmbH	99/902178	03.08.2010		
	Max Mustermann GmbH	99/900981	03.08.2010		

If you have marked for instance the button **<all>** in the template **,Online Follow-up list‘**, the **,Online Follow-up list‘** contains each inquiry with a corresponding status feature.

The following features are at your disposal:

-  pending inquiries
-  re-ordered reports
-  postponed orders

If you click for instance on the button **<pending>** in the **,Online Follow-up list‘** in the criterion **<SelectionList>**, you are only shown full reports with this status feature.

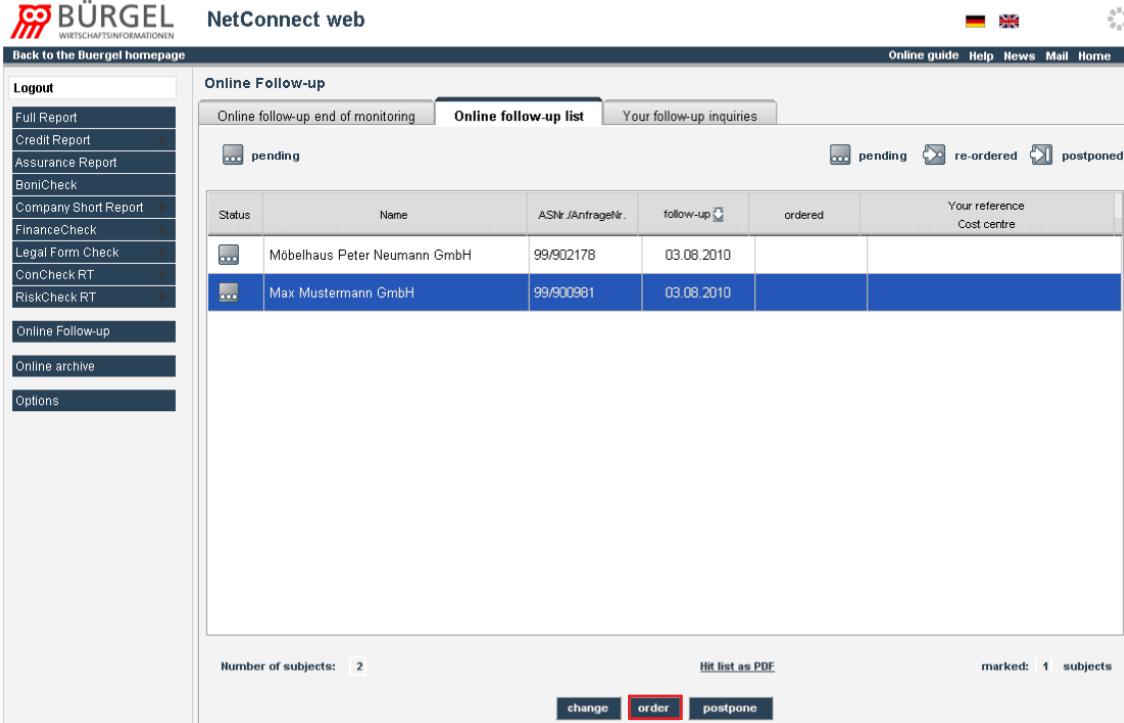
Important Note:

Please note that the **,Online Follow-up list‘** is created only once per month. Subsequent changes are therefore not shown in the **,Online Follow-up list‘**.

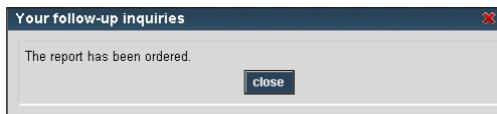
Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

10.3 Ordering inquiries from the Online Follow-up list

If you click on a company you have selected from the *‘Online Follow-up list’*, among others the button **‘order’** will appear. Here you can order one or more marked fresh full reports for which the monitoring service has expired.



Status	Name	ASNr./AnfrageNr.	follow-up	ordered	Your reference Cost centre
	Möbelhaus Peter Neumann GmbH	99/902178	03.08.2010		
	Max Mustermann GmbH	99/900981	03.08.2010		



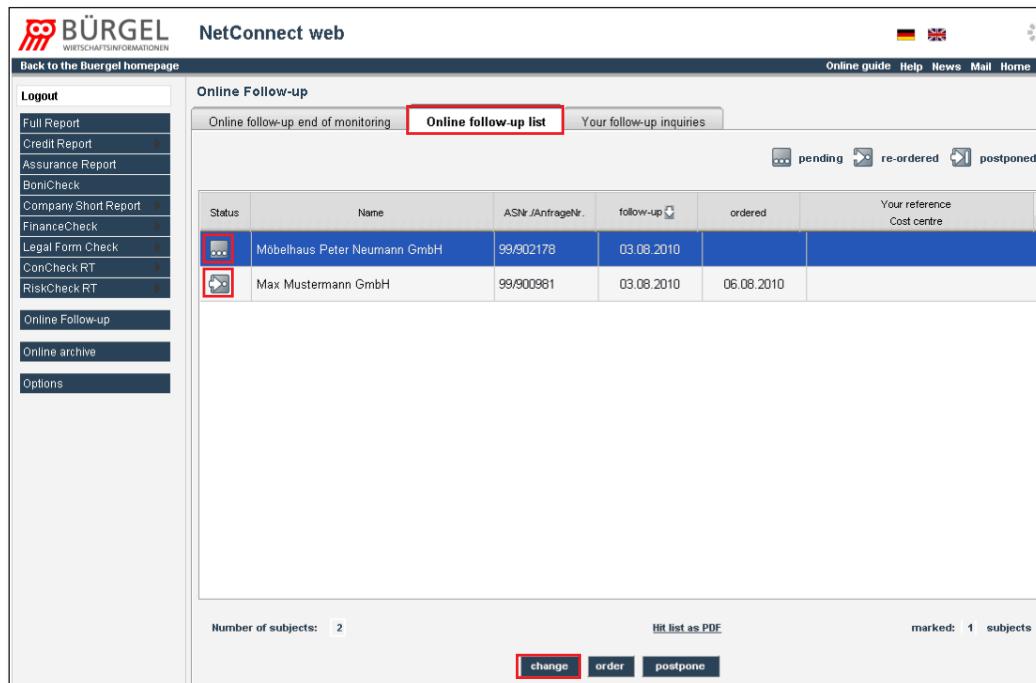
After you have clicked on the button **‘order’**, a corresponding message is displayed.

Multiple markings within the *‘Online Follow-up’* can be produced using various key combinations (e.g. shift+cursor up/down, shift+page up/down, shift+mouseclick or Strg+mouseclick).

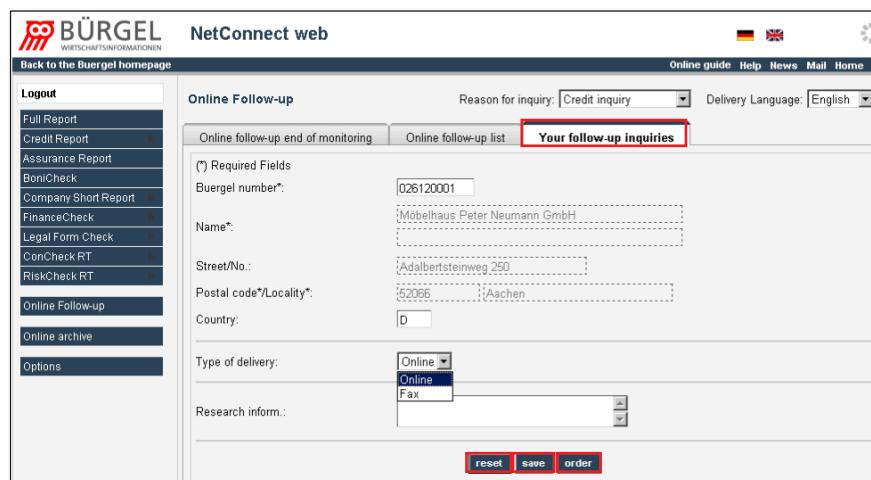
Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

10.4 Changing inquiries in the Online Follow-up list

With the **<change>** button you can amend the inquiry data for the company. The button **<change>** only appears if the processing status of the inquiry has been set to *,Pending inquiries* or *,Postponed orders* in the *,Online Follow-up list*.



Follow-up Inquiries



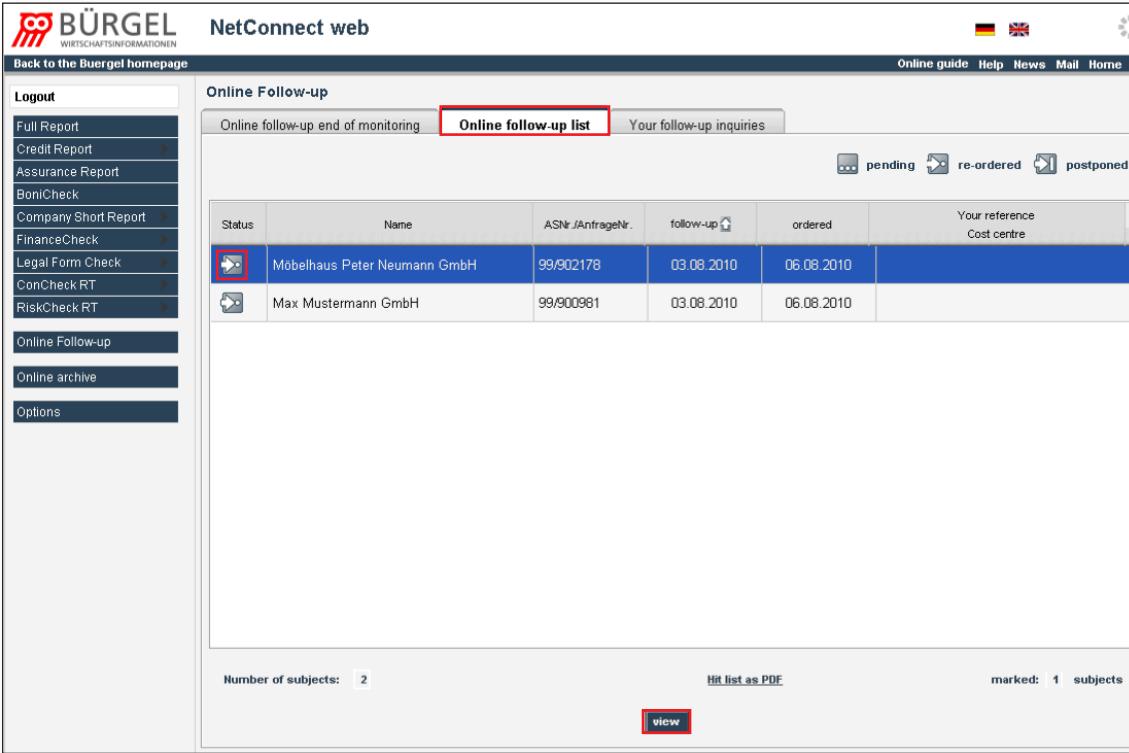
The button **<save>** serves for saving the changes you have made. With the button **<reset>** you can cancel changes which have been made manually. With the button **<order>**, the inquiry is sent and a research order for the company is generated.

Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

Important Note: The inquiry data of companies cannot be changed after you have ordered a fresh full report. Changes of the inquiry data in the ‚Online Follow-up list‘ of listed inquiries are only saved for the current session. When closing the application all changes will be cancelled. You will have to re-enter them during the next log-in with corrected inquiry data if you wish to order fresh full reports for which the monitoring service is expiring.

10.5. Viewing inquiries in the Online Follow-up list

With the help of the button **view** you can view single inquiries. The button **view** only if the processing status in the ‚Online Follow-up list‘ is ‚reordered reports‘. This processing status is automatically set by the system if a full report has been freshly ordered from the ‚Online Follow-up list‘.

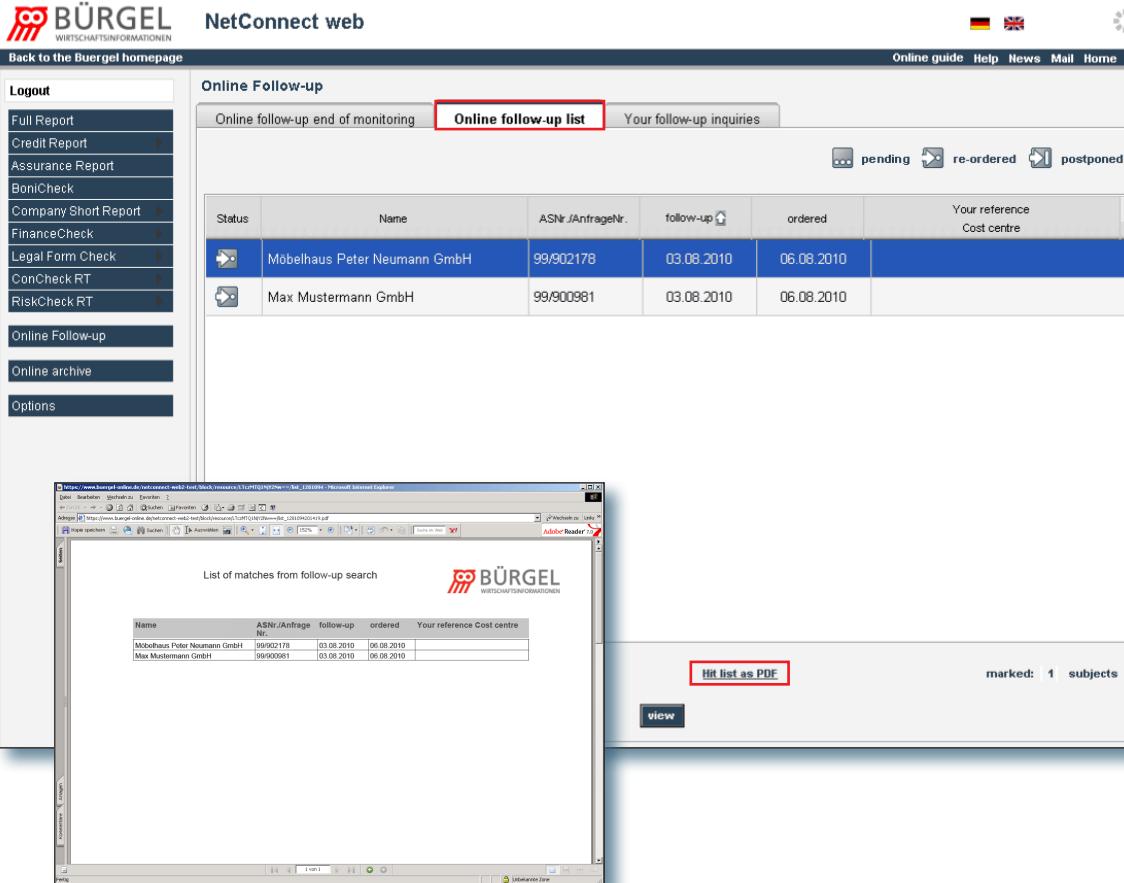


Status	Name	ASNr./AnfrageNr.	follow-up	ordered	Your reference Cost centre
	Möbelhaus Peter Neumann GmbH	99/902178	03.08.2010	06.08.2010	
	Max Mustermann GmbH	99/900981	03.08.2010	06.08.2010	

Online Follow-up for full reports on German companies and individuals for which the monitoring service is expiring

10.6 Printing and exporting the Online Follow-up list

By clicking on *'Hit list as pdf'* you can display the *'Online Follow-up list'* in pdf format and print it.



The screenshot shows the BÜRGEL NetConnect web interface. On the left, a sidebar menu includes 'Logout', 'Full Report', 'Credit Report', 'Assurance Report', 'BoniCheck', 'Company Short Report', 'FinanceCheck', 'Legal Form Check', 'ConCheck RT', 'RiskCheck RT', 'Online Follow-up' (which is selected and highlighted in blue), 'Online archive', and 'Options'. The main content area is titled 'Online Follow-up' and shows a table of follow-up items. The table has columns: Status, Name, ASNr./AnfrageNr., follow-up, ordered, and Your reference Cost centre. Two entries are listed:

Status	Name	ASNr./AnfrageNr.	follow-up	ordered	Your reference Cost centre
→	Möbelhaus Peter Neumann GmbH	99/902178	03.08.2010	06.08.2010	
→	Max Mustermann GmbH	99/900981	03.08.2010	06.08.2010	

Below the table, a red box highlights the 'Hit list as PDF' button. To the right, a message says 'marked: 1 subjects'. A separate window shows the PDF version of the same table, also with a red box around the 'Hit list as PDF' button. The PDF viewer is Adobe Reader.